

FINAL

CHAPTER 11-

SAMS REPORTS

*Creating and generating reports on **Single Family Acquired Asset Management System (SAMS)** data is key to monitoring the status of the many U.S. Department of Housing and Urban Development (HUD) single-family properties that are processed in SAMS. This chapter provides instruction on how to identify a report for use, work with the reports system in SAMS to generate the report, and use the reports browser to preview a report.*

Chapter 11 contains:

Section 11.1 - SAMS Standard Reports

This section describes the conventions and methods used by the SAMS standard reports system.

Section 11.2 - Reporting Shell Features

This section describes how to use the menu options and function keys to navigate the HUD/SAMS NOMAD Reporting Shell. Also discussed is the concept of selection criteria and how to use it in generating reports.

Section 11.3 - Run a SAMS Report

This section describes the steps involved in running a SAMS report and illustrates and describes the reporting screens accessed.

Section 11.4 - Use the Report Browser

This section describes the "Browse" feature of the HUD/SAMS NOMAD Reporting Shell, which is used to preview reports prior to printing or downloading them.

Section 11.5 - SAMS Upload/Download

This section describes the procedure for transferring data to the SAMS Mainframe from the user's PC/workstation, to the user's PC/workstation from the SAMS Mainframe, and to the user's PC/workstation from the M&M server.

Section 11.6 - Collection Application Group Report Detail

This section describes the selection criteria and report features for the most commonly used Collection Application Group reports

Section 11.7 - Case Management Application Group Report Detail

This section describes the selection criteria and report features for the most commonly used Case Management Application Group reports

Section 11.8 - Disbursements Application Group Report Detail

This section describes the selection criteria and report features for the most commonly used Disbursements Application Group reports

Section 11.9 - Global Applications Group Report Detail

This section describes the selection criteria and report features for the most commonly used Global Application Group reports

Section 11.10 - General Ledger Application Group Report Detail

This section describes the selection criteria and report features for the most commonly used General Ledger Application Group reports

Section 11.11 - Inventory Application Group Report Detail

This section describes the selection criteria and report features for the most commonly used Inventory Application Group reports

Section 11.12 - Management & Marketing Application Group Report Detail

This section describes the selection criteria and report features for the most commonly used Management & Marketing Application Group reports

Section 11.13 - Procurement Contracts Application Group Report Detail

This section describes the selection criteria and report features for the most commonly used Contracts & Purchase Order Application Group reports

Section 11.14 - Rentals & Debt Management Application Group Report Detail

This section describes the selection criteria and report features for the most commonly used Rentals & Debt Management Application Group reports

Section 11.15 - REO Application Group Report Detail

This section describes the selection criteria and report features for the most commonly used REO Application Group reports

Section 11.16 - Taxes Application Group Report Detail

This section describes the selection criteria and report features for the most commonly used Taxes Application Group reports

Section 11.17 - 1099 Application Group Report Detail

This section describes the selection criteria and report features for the most commonly used 1099 Application Group reports

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11 SAMS REPORTS

11.1 SAMS Standard Reports

Chapter Overview

The SAMS Case Management and Accounting processes introduced in **Chapter 1 – Introduction to SAMS**, are supported by a series of standard reports, which provide essential information in a consistent, reliable manner. This chapter provides instructions for running standard SAMS reports and utilizing the SAMS reporting tools.

Section 11.1 - SAMS Standard Reports provides an overview of the SAMS reporting facility.

Section 11.2 - Reporting Shell Features provides instructions for utilizing the SAMS report features such as application groups, cursor and function key controls, report menus options, and selection criteria.

Section 11.3 - Run a SAMS Report describes the tasks involved in accessing, generating, and printing standard SAMS reports

Section 11.4 - Use the Report Browser describes the SAMS Report Browser and the tasks involved in previewing standard SAMS reports

Section 11.5 - SAMS Upload/Download provides step-by-step instructions for transferring information to and from SAMS. (i.e., mainframe to PC, PC to mainframe).

Section 11.6 - Collection Application Group Report Detail through **Section 11.17 - 1099 Application Group Report Detail** provide information about each of the SAMS application groups and describe the purpose, format, selection criteria, and content of the most commonly used standard SAMS reports.

11.1 - SAMS Standard Reports (continued)

Standardized Reports

Retrieving SAMS information is crucial to the smooth operation of HUD. The ability to extract specific details or summarize large quantities of information for precise, timely analysis is an integral part of SAMS. These reports are used to present the information stored in SAMS in a variety of formats to:

- monitor the status of inventory
- document activities
- produce completed forms
- verify information
- summarize data
- check status
- report progress

SAMS has more than 350 standard reports ready for use. While these reports have a standardized appearance and can be accessed in a similar manner, they allow flexibility in gathering and presenting the information. In addition, two versions exist for most reports. The version used by Headquarters personnel draws information from the general SAMS database. The second version, used by Home Ownership Center (HOC), Field Office (FO), and HOC Area (M&M) staff limits the selection of information to the specific areas of interest to the user.

Commonly Requested Reports

The most commonly requested standard SAMS reports covered in this chapter are:

- *1106 Transmittal* (APTRSD07) described in **Section 11.8** - Disbursements Application Group Report Detail
- *Acquisition and Aging-Detail* (CMAASD01) described in **Section 11.7** - Case Management Application Group Report Detail
- *Case Assignment by PM Contract* (CMCASD01) described in **Section 11.7** - Case Management Application Group Report Detail
- *Cases Exceeding Time Current Step* (CMEPSS01) described in **Section 11.7** - Case Management Application Group Report Detail
- *Cases Exceeding Time* (CMEPSD01) described in **Section 11.7** - Case Management Application Group Report Detail
- *Cases Without Tax Accounts* (TXNASD01) described in **Section 11.16** - Taxes Application Group Report Detail
- *Closed Cases* (CMCCSD01) described in **Section 11.7** - Case Management Application Group Report Detail
- *Closing Agent Inventory* (CMCLSD01) described in **Section 11.7** - Case Management Application Group Report Detail
- *Delayed Sales Closings* (CMDCCSD01) described in **Section 11.7** - Case Management Application Group Report Detail
- *Delinquent Tax Bills Report* (TXDTS01) described in **Section 11.16** - Taxes Application Group Report Detail
- *Disposition Program & History* (CMC3SD01) described in **Section 11.7** - Case Management Application Group Report Detail
- *HUD-1* (CMH1SD01) described in **Section 11.7** - Case Management Application Group Report Detail

11.1 - SAMS Standard Reports (continued)

*Commonly
Requested
Reports
(continued)*

- *Inventory by Case Number* (CMILSD01) described in **Section 11.7** - Case Management Application Group Report Detail
- *Inventory by Current Step – Detail* (CMICSD01) described in **Section 11.7** - Case Management Application Group Report Detail
- *MEAP (Field Office)* (MEAPSS00) described in **Section 11.7** - Case Management Application Group Report Detail
- *Property Expense History* (CMHISD01) described in **Section 11.7** - Case Management Application Group Report Detail
- *Management and Marketing Billing Transmittal* (PMTRSD01) described in **Section 11.7** - Case Management Application Group Report Detail
- *Statement of Account with Certification* (ACSASD01) described in **Section 11.10** - General Ledger Application Group Report Detail
- *Step Movements History* (CMSTSD01) described in **Section 11.7** - Case Management Application Group Report Detail
- *Step Zero Cases Detail* (CMSZSD01) described in **Section 11.7** - Case Management Application Group Report Detail
- *Summary Reconciled Cases by Closing Date* (CMSMSD01) described in **Section 11.7** - Case Management Application Group Report Detail
- *Tax History Report* (TXHISD01) described in **Section 11.16** - Taxes Application Group Report Detail
- *Tax Transmittal Report* (TXTBSD02) described in **Section 11.16** - Taxes Application Group Report Detail
- *Title Evidence Overdue* (CMTESD01) described in **Section 11.7** - Case Management Application Group Report Detail
- *Unmatched Sales Proceeds by Case* (CLUMSD01) described in **Section 11.6** - Collection Application Group Report Detail
- *Unreconciled Sales Closings* (CMURSD01) described in **Section 11.7** - Case Management Application Group Report Detail

11.1 - SAMS Standard Reports (continued)

The detailed descriptions of these commonly used standard reports presented in **Sections 11.6** through **11.17** include:

- Report purpose and general usage information
- Differences in the national and field office versions
- Proposed users or target audience
- Documentation or source information needed to locate or generate the report
- Selection criteria fields available for the report
- Report format
- Information needed to locate or generate the report
- A list of the selection criteria fields available for the report

Note

Section 1.5 – Screen Names in **Appendix A – Terms and Acronyms** provides a list of all the standard SAMS reports and the associated report identifiers.

Reporting Tasks

SAMS provides the ability to generate reports, select specific search criteria, view reports online, print reports to various locations, and upload/download report data for selected reports. The standard reporting tasks are:

Task 1: Access the SAMS Reporting Shell.

Task 2: Select a SAMS standard report.

Task 3: Generate a report with user-defined search criteria values.

Task 4: View a report online.

Task 5: Print a report.

Task 6: Upload/download report data.

These reporting tasks are defined in detail in this chapter.

11.2 Reporting Shell Features

Report Standards

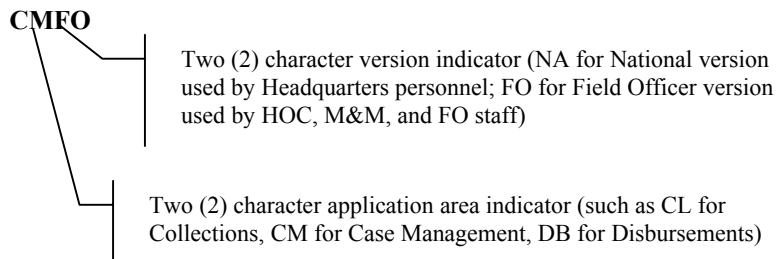
Understanding the basic features of the SAMS Reporting Shell simplifies the reporting process. The Reporting Shell features covered in this section are:

- **Application Groups** for categorizing reports by purpose or function
- **Unique Report Identifiers** for direct access to a specific report
- **Report Screen Standards** for consistent display and selection of information
- **Reporting Shell Navigation** for moving the cursor, accessing screens, entering information
- **Report Selection Criteria** for defining the data used to restrict the information used to generate the report

Application Groups

Finding the right report is easy in SAMS since each report is assigned to a specific application group based on the report purpose or function. By selecting an application group identification, the user can display a list of reports specific to the application and area from which to choose. Refer to **Section 11.3 - Run a SAMS Report** for detailed instruction on using the application group designation to select a report.

The application group name is a combination of the application area and the version designation.



*Application
Groups*
(continued)

Table 11-1 Application Groups lists the current SAMS application group names and the associated application group code. The application group identifiers displayed for an individual user depend upon the security authorization assigned to the User Logon ID.

Table 11-1 Application Groups

CODE	DESCRIPTION
CLFO	Collections Field Office
CLNA	Collections National
CMFO	Case Management Field Office
CMNA	Case Management National
DBCN	Disbursement Contractor
DBFO	Disbursements Field Office
DBNA	Disbursements National
GBFO	Global Field Office
GBNA	Global National
GLFO	General Ledger Field Office
GLMF	Accounting 203K Program
GLNA	General Ledger National
INV	Inventory Reports (MGMT/ACCT)
MMHC	Management & Marketing, HOC
PCFO	Contracts & P/O Field Office
PCNA	Contracts & P/O National
RDFO	Rentals & Debt Field Office
RDNA	Rentals & Debt National
RENA	REO National
TXFO	Taxes Field Office
TXNA	Taxes National
99FO	1099 Field Office Reports
99NA	1099 National Reports

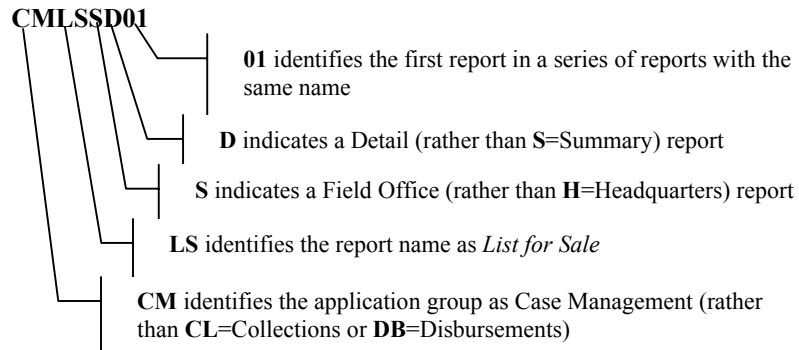
Note

The security authorization assigned to the User Logon ID determines the application groups a user can access and the reports that can be viewed and printed. The security authorizations are based on user job function and assignment area.

11.2 - Reporting Shell Features (continued)

Unique Report Identifiers

In addition to selecting a report from a list for a specific application group, SAMS allows users to select a specific report using the report's unique report identifier (ID) or process ID. Refer to **Section 11.3 - Run a SAMS Report** for detailed instruction on using the application group designation to select a report. Report IDs are eight (8) characters long and consist of a two (2) character identifier for the application group, a two (2) character identifier for the report name, a single character identifier for the report version, a single character identifier for the report type, and a two (2) digit indication of the report placement in a series.



Report Screen Standards

SAMS provides a standard set of screens for selecting a report, defining the record entering selection criteria, and determining the report printing options. When the *Reports Retrieval* option is selected from the SAMS Main Menu (LMNM) screen, the report screens display in this predetermined sequence.

1. **HUD/SAMS Reporting Shell** screen which provides the work area from which reports are selected, built, and viewed.
2. **Report Pick Screen** which allows the user to pick or select a report using the report's unique identification code or the list of reports for a specific application group.
3. **Application Group Selection** screen which displays the list of standard reports grouped by application area.
4. **Report Selection Criteria** screen which list the fields used to restrict the data selected for the report.
5. **Logical Operators** screen which defines the operations (e.g., equal to, between, less than, greater than) that refine the selection criteria values entered on the Enter Value screen.
6. **Enter Value** screen which allows the user to enter the values for the search/selection fields chosen on the Report Selection Criteria screen.
7. **Report Routing Options** screen where users specify the print mode (i.e., immediate, batch, overnight) and report destination (i.e., browse, file, printer).

Depending upon the report selected and the selections made for the report, some screens will display more than once (e.g., the Report Selection Criteria screen or the Logical Operators screen for multiple field choices) and some screens will be skipped (e.g., the Application Group selection screen if a unique report identification code is enter, the Enter Value screen if no criteria can be specified).

These screens are illustrated and described in detail in **Section 11.3 - Run a SAMS Report**. The data entry and options for each screen are defined in the procedure table that accompanies the screen illustration.

When browsing the report in the SAMS Report Browser, the screens also follow a predetermined sequence.

8. **HUD/SAMS Reporting Shell** screen which provides the work area from which reports are selected and viewed.
9. **SAMS Report Browser** screen which displays a list of reports currently in the Browser that the user may view on-line or delete.
10. **Report Display in Browse Mode** screen which shows the selection criteria used to generate the report and allows the user to see the contents of the report page by page on-line.

The SAMS Report Browser and Report Display in Browse Mode screens are illustrated and described in detail in **Section 11.4 - Use the Report Browser**. The data entry and options for each screen are defined in the procedure table that accompanies the screen illustration.

Reporting Shell Navigation

SAMS Reporting Shell navigation follows the concepts presented in **Chapter 1 – Introduction to SAMS** and allows the user to:

- Select a Reporting Shell option (e.g., Report, Browse, QList) from the menu bar (as described under **Reporting Shell Menu Bar Options**)
- Move from field-to-field or screen-to-screen using standard key strokes (e.g., <ENTER> key, <TAB> key) as described under **Standard Navigation and Function Keys**
- Initiate actions (e.g., Cancel, Continue) using the SAMS Special Keys (as described under **Report Processing Special Keys**)

Reporting Shell Menu Bar Options

When *Report Retrieval* is selected from the SAMS Main Menu (LMNM), the HUD/SAMS Reporting Shell menu bar displays at the top of the Reporting Shell screen, illustrated in Figure 11-1.



Figure 11-1 SAMS Reporting Shell Menu Options

The menu bar options **must** be used to navigate through the main components of the SAMS Standard Reports:

- The **Report option** displays the Report Pick Screen, allowing access to the list of SAMS reports and/or application groups. For easy retrieval, the reports (approximately 350) are divided into application groups and are identified as National (NA) or Field Office (FO) reports (M&M Contractor staff use the FO level reports.)
- The **Browse option** launches the SAMS Reports Browser, which allows a user to preview previously submitted reports that were submitted in the browse mode. A user is able to view the report output on the screen to determine the length of the report, number of records retrieved, and whether or not data was retrieved successfully.
- The **QList option** is restricted to only HUD personnel. If assistance is needed in using QList, call the SAMS Help Desk at (202) 755-2830. M&M Contractors do not have access to QList.
- The **Administration option** is used only by the system administrator. The Administration option allows access to authorize printer options, maintain User IDs, and organize the SAMS reports as needed. Most SAMS reports users will not use this option.
- The **Exit option** closes the Reporting Shell and returns the user to the SAMS Main Menu (LMNM).

11.2 - Reporting Shell Features (continued)

Select Menu Bar Options To Select a Menu Bar Option

- Use the <TAB> key to move through the menu bar options displayed.
- When the desired option is highlighted, press the <ENTER> key.
- The system displays the first screen for the selected option.

Standard Navigation and Function Keys

The SAMS Report, Browse, and Upload/Download features use standard keys such as the <TAB> or <ARROW> keys on most screens to move the cursor. Function keys (e.g., <F7>, <F2>) available on specific screens within the SAMS Reporting Shell provide shortcuts, allow access to different screens, or initiate the specified processing or action. Not all keystrokes are available on all screens and the action a key performs may vary from one screen to another.

The available function keys for the active screen are listed at the bottom of the screen by function key number and action (e.g., Up, Down, Submit). For easy reference, these keys are grouped in this section by the Reporting Shell functions they perform:

- Report menu option
- Browse menu option
- Upload/Download

Caution

The keys used and the action of the keys varies within the SAMS Reporting Shell depending upon the emulator in use, the area of the system accessed, and the activity being performed. Use the information displayed on the screen and the keystroke descriptions available in Table 11-2 SAMS Special Keys for Report Processing and the Express Terminal Viewer Help table available on-line through the Attachmate site at:
http://mainframeapps.hud.gov/hostaccess/enr/standard/javaclient/help/3270/3270_keys_default.htm

11.2 - Reporting Shell Features (continued)

Report Processing Special Keys Some of the more frequently used keys for running a report are summarized in Table 11-2 SAMS Special Keys. To initiate an action, press the function key once.

Table 11-2 SAMS Special Keys for Report Processing

Keys	Actions
<ENTER>	Pressing the <ENTER> key saves the information entered and moves to the next screen in the sequence.
<SHIFT><TAB>	Pressing the <TAB> key while holding down the <SHIFT> key moves the cursor backwards (toward the top of the screen) from one selection (field) to another. <i>Caution: This keystroke combination is not available to HUD users.</i>
<TAB>	Pressing the <TAB> key moves the cursor forward (toward the bottom of the screen) from one selection (field) to the next.
<F1> 1=Help	Pressing the <F1> key accesses on-line Help when help is available.
<F2> 2=Options 2=Switch	Pressing the <F2> key for the Options mode displays a list of options or activates the option selected.
	Pressing the <F2> key for the Switch mode opens the screen identified in the <u>Screen</u> field.
<F3> 3=Esc	Pressing the <F3> key for the Escape mode closes the current screen and moves to the previous active screen.
3=Exit 3=Cancel	Pressing the <F3> key for the Exit mode closes the current screen and returns to the SAMS Main Menu (LMNM) screen.
	Pressing the <F3> key for the Cancel mode stops the action on the current screen and returns to the previous active screen.
	<i>Caution: Any data entered on the screen is lost when the <F3> key is pressed.</i>
<F5> 5=Environment	Not Available. This option is reserved for the System Administrator to select an alternate environment (such as Testing).
<F6> 6=Clr	Pressing the <F6> function key allows the user to clear a selection criteria choice or erases any data entry on the current screen. The cursor normally returns to the top of the active screen.
<F7> 7=Up	Pressing the <F7> key when a list is displayed on the screen, scrolls backwards (toward the top of the list or screen) through the list.
<F8> 8=Dwn	Pressing the <F8> key when a list is displayed on the current screen scrolls forwards (toward the bottom of the list or screen) through the list.
<F9> 9=Top	Pressing the <F9> key moves the cursor to the top of a list of menu options.

Table 11-2 SAMS Special Keys for Report Processing, continued

Keys	Actions
<F10> 10=Bot	Pressing the <F10> key for Bottom mode, moves to the last screen in a list of menu options, without scrolling through each screen. <i>Caution: For HUD users, <F10></i>
10=Continue	Pressing the <F10> key for the Continue mode saves all data entered when using the AMONG operator and continues processing a report.
10=Submit	Pressing the <F10> key for the Submit mode saves all data entered and submits the report for processing.
<F12> 12=Exit	Pressing the <F12> key for the Exit mode closes the reporting screens and returns to the SAMS Main Menu (LMNM).
12=Quit	Pressing the <F12> key for the Quit mode closes the reporting screens and returns to the SAMS Main Menu (LMNM).

Note

Not all function keys are available on all screens and the action a key performs may vary from one screen to another or from one emulator version to another. To check the action of a key, refer to the function key list at the bottom of the active screen, the list provided in Table 11-2 SAMS Special Keys for Report Processing or the Express Terminal Viewer Help list for Viewer Default Keystrokes: found on the Attachmate site.

http://mainframeapps.hud.gov/hostaccess/enr/standard/javaclient/help/3270/3270_keys_default.htm

11.2 - Reporting Shell Features (continued)

Browser Special Keys The keys commonly used in the Report Browser are summarized in Table 11-3 SAMS Special Keys for Browser Processing.

Note

References to the <F13>, <F14>, and <F15> keys on a screen indicate the second level of the standard function keys. To access the <F13> key function, hold down the <SHIFT> key and press the <F1> key. To access the <F14> key function, hold down the <SHIFT> key and press the <F2> key. To access the <F15> key function hold down the <SHIFT> key and press the <F3> key. Function keys <F13> through <F24> can be accessed by holding down the <SHIFT> key and pressing the function key that indicates the numerical difference between the desired function key and <F12>.

Table 11-3 SAMS Special Keys for Browser Processing

Browser Keys	Actions
<ENTER>	Pressing the <ENTER> key saves the information entered and moves to the next screen in the sequence.
<SHIFT><TAB>	Pressing the <TAB> key while holding down the <SHIFT> key moves the cursor backwards (toward the top of the screen) from one selection (field) to another. Caution: This keystroke combination is not available to HUD users.
<TAB>	Pressing the <TAB> key moves the cursor forward (toward the bottom of the screen) from one selection (field) to the next.
<F2> Help	Pressing the <F2> key accesses on-line Help.
Options	Pressing the <F2> key for the <i>Options</i> mode access a list of options for completing the field data entry or the action.
<F3> Exit	Pressing the <F3> key closes the active screen and returns to the SAMS Main Menu (LMNM).
Quit	Pressing the <F3> key closes the screen and returns to the Browse screen to view other reports.
<F4> Freeze	Pressing the <F4> key freezes the data above and to the left of the cursor position on the screen and allows the rest of the screen to scroll. <i>Note:</i> To disable the freeze and allow scrolling on the full screen, press the <F11> key.
<F5> Left	Pressing the <F5> key moves the screen one screen to the left when browsing a report.
<F6> Right	Pressing the <F6> key moves the screen one screen to the right when browsing a report.
<F7> Up	Pressing the <F7> key scrolls up (backward) one screen at a time to display the previous screen.
<F8> Down	Pressing the <F8> key scrolls down (forward) one screen at a time to display the next screen.

11.2 - Reporting Shell Features (continued)

Table 11-3 SAMS Special Keys for Browser Processing, continued

Browser Keys	Actions
<F9> Find	Pressing the <F9> key for the <i>Find</i> mode prompts the system to locate the data specified by the user.
Delete	Pressing the <F9> key for the <i>Delete</i> mode prompts the system to remove the data entered or delete the record from the system.
<F10> Page	Pressing the <F10> key moves the cursor to the top of the page number selected.
Process	Pressing the <F10> key for the <i>Process</i> mode prompts the system to initiate the action requested.
<F11> Home	Pressing the <F11> key moves the cursor to the top of the current page or cancels the freeze request (initiated by pressing the <F4> key).
<F12> Scale	Pressing the <F12> key removes or replaces the column indicator at the top of the screen.
<F13> Print <SHIFT><F1>	Holding the <SHIFT> key while pressing the <F1> key displays a list of available printers to which report output can be sent.
<F14> Top <SHIFT><F2>	Holding the <SHIFT> key while pressing the <F2> key moves the cursor to the top of the first page of the report.
<F15> Bottom <SHIFT><F3>	Holding the <SHIFT> key while pressing the <F3> key moves the cursor to the bottom of the last page of the report.

Upload/Download Special Keys The keys commonly used in the Upload/Download process are summarized in Table 11-4 SAMS Special Keys for Upload/Download Processes.

Table 11-4 SAMS Special Keys for Upload/Download Processes

Transfer Keys	Actions
<ALT><CTRL><F><T>	Holding down the <ALT> and <CTRL> keys while pressing the <F> key and then the <T> key displays the File Transfer screen.
<ALT><F1>	Holding down the <ALT> key and pressing the <F1> key initiates the DOS-Access-Upload or the DOS-Access-Download in the upload/download process.
<CTRL><ENTER>	Holding down the <CTRL> key and pressing the <ENTER> key begins the upload process.
<CTRL> <HOME>	Holding down the <CTRL> key and pressing the <HOME> key clears the PC screen and accesses the upload/download process.
<ENTER>	Pressing the <ENTER> key saves the information entered, initiates the action, or moves to the next screen in the sequence.
<ESC>	Pressing the <ESC> key closes the File Transfer screen if it re-displays when the file transfer is complete.
<F5> Main Menu	Pressing the <F5> key closes the screen and returns to the SAMS Main Menu (LMNM) screen.
<F10> Submit	Pressing the <F10> key

Report Selection Criteria

An important feature of the SAMS Reporting Shell is the ability to specify search criteria to limit the scope or refine the range of information used to compile a report. Knowing how to correctly apply the selection criteria to a report reduces report-processing time, makes more efficient use of SAMS resources, and produces reports that contain the specific information required by the user.

Selection criteria for a report is entered through the Selection Criteria screen, illustrated in Figure 11-2. The selection criteria components are:

- **Selection Descriptions** screen which lists the data fields available for selection
- **Logical Operators** screen which allows the user to define how the field values will be used (e.g., include all those records that match the value specified, that do not match the value specified, that are greater than the value specified, etc.)
- **Values** screen which allow the user to enter or select values to be used in the selection process

Each of these screens is illustrated and described in detail in **Section 11.3 - Run a SAMS Report**.

CLLPD01 Lockbox Posting by Lockbox Id - Selection Criteria

Press ENTER Next to the Field Description to Apply Selection Criteria
"*" denotes a MANDATORY Selection Field

Records 1-6 of 6

S *	Selection Description	OPER	Values
*	Field Office	EQ	2C
*	Schedule Date	BTWN	12/01/2002 12/10/2002
	Batch Number		
	Lost and Found		
	Post Code		
	Schedule #		

Please Supply the required Selection Criteria

Figure 11-2 Sample Selection Criteria Values

11.2 - Reporting Shell Features (continued)

Selection Criteria Values

Understanding what values to enter in the criteria selection fields and how to apply the logical operators to those values is crucial for producing useful SAMS reports. SAMS **includes** or **excludes** records for the report based on the logical operator selected and the value or values entered.

EXAMPLE: For the Acquisition and Aging Detail (CMAASD01) report, a user might use the Date Acquired and Current Fee Status fields to limit the report to those properties acquired between March and September of 2002 that are rented. The user would select *BETWEEN* as the logical operator for the Date Acquired field and enter the values *03/01/2002* and *01/30/2002*. The user would select the logical operator *EQ* (=) for the Current Fee Status field and enter the value *RT* (Rented).

Additional examples for entering selection criteria are included in Table 11-5 Logical Operators - Inclusive Data Values and in Table 11-6 Logical Operators - Exclusive Data Values, as well as in **Section 11.3 - Run a SAMS Report**.

11.2 - Reporting Shell Features (continued)

Inclusive Values To generate a report that includes records that meet specified data values, use the logical operators listed in Table 11-5 Logical Operators - Inclusive Data Values. The inclusive (INCLUDE) logical operators are recommended to best define the desired output for a report when the values to be included are known. These operators are particularly useful for finding records that match easily definable information (such as specific dates, ranges of case numbers, specific case numbers).

Table 11-5 Logical Operators - Inclusive Data Values

Logical Operator	Action	Example
= EQ	If the data in the field matches the value specified, the record is selected.	Entry: <i>Current Fee Status = HV</i> Result: <i>Selects all records that have HV in the <u>Current Fee Status</u> field.</i>
AMONG	If the data in the field matches any one of the values specified, the record is selected.	Entry: <i><u>Case Step</u> AMONG 2, 8, 10</i> Result: <i>Selects all records that have 2, 8, or 10 in the <u>Case Step</u> field.</i>
BETWEEN	If the data in the field falls between the two values specified, the record is selected.	Entry: <i><u>Case Step</u> BETWEEN 3, 6</i> Result: <i>Selects all records that have 3, 4, 5, or 6 in the <u>Case Step</u> field.</i>
> GT	If the data in the field is greater than the value specified (in the future for date or time fields), the record is selected.	Entry: <i><u>Days in Inventory</u> > 99</i> Result: <i>Selects all records that have been in inventory for more than 99 days (e.g., 100 days, 108 days).</i>
< LT	If the data in the field is less than the value specified (in the past for date or time fields), the record is selected.	Entry: <i><u>HUD 27011 Received</u> < 1995-12-31</i> Result: <i>Selects all cases where the HUD 27011 was received prior to December 31, 1995 (e.g., received on 12/29/1995, received on 1/4/1992).</i>
GE	If the data in the field is greater than or equal to the value specified (future or current for date or time fields), the record is selected.	Entry: <i><u>Collection Date</u> GE 1995-12-31</i> Result: <i>Selects all cases with a collection date on or after December 31, 1995 (e.g., 12/31/1995, 1/4/1996, 12/15/1997)</i>
LE	If the data in the field is less than or equal to the value specified (past or current for date or time fields), the record is selected.	Entry: <i><u>Days in Inventory</u> LE 200</i> Result: <i>Selects all cases that have been in inventory for 200 days or less (e.g., in inventory for 200 days, 188 days, 19 days)</i>

Table 11-5 Logical Operators - Inclusive Data Values, continued

Logical Operator	Action	Example
LIKE	If the data in the field includes the value specified in the same position or pattern in the field as the value entered, the record is selected. Wildcards (%) are allowed when entering the value. The wildcard placement indicates whether other characters come before the value entered, after the value entered, or both before and after the value entered.	<p>Entry: <u>Address</u> LIKE 430%</p> <p>Result: Selects all records where the address begins with 430 (e.g., 430 Elm Street, 430 West 5th Place).</p> <p>Entry: <u>Address</u> LIKE %430</p> <p>Result: Selects all records with 430 in the <u>Address</u> field but not at the start of the address (e.g., 5430 Elm Street, Unit 430, South 430 Elm Street).</p>
CONTAINS	If the value entered is contained anywhere in the data field, the record is selected.	<p>Entry: <u>Address</u> CONTAINS Street</p> <p>Result: Selects all records that have the word Street in the Address field (e.g., 479 Maple Street, 922 Streeter Lane).</p>

Note

The Reporting Shell is **not** case sensitive. The values entered are automatically converted to all uppercase letters.

Exclusive Values To generate a report that includes all records except those that meet specified data values, use the logical operators listed in Table 11-6 Logical Operators - Exclusive Data Values. The exclusive (EXCLUDE) logical operators are recommended when a select group of records can be excluded from a report or when the eliminating records from the search is more effective than including records. These operators are particularly useful when trying to locate records entered in error or containing bad data.

Caution

Using the **EXCLUDE** logical operators may result in large reports that are inefficient to run and return too much data to be useful since all the records in the database are included EXCEPT those which meet the criteria specified.

11.2 - Reporting Shell Features (continued)

Table 11-6 Logical Operators - Exclusive Data Values

Logical Operator	Action	Example
NE	If the data in the field does not match the value entered, the record is selected.	Entry: <u>Acquisition Code</u> NE B Result: Excludes only those records with B (Buybacks-Reacquisition Property) in the <u>Acquisition Code</u> field.
NOT AMONG	If the data in the field does not fall within the values entered, the record is selected.	Entry: <u>Step</u> NOT AMONG 1,3,5 Result: Excludes cases that are in steps 1,3, or 5 and includes all other cases (i.e., includes cases in steps 0, 2, 4, 6, 7, 8, 9, 10).
NOT BETWEEN	If the data in the field is not between the values entered, the record is selected.	Entry: <u>HUD 27011 Received</u> NOT BETWEEN 1995-01-31, 1995-06-30 Result: Excludes the records where the HUD 27011 was received between January 31, 1995 and June 6, 1995 and includes all other records in the database.
NOT LIKE	If the data in the field does not include the value specified in the same position or pattern in the field as the value entered, the record is selected. Wildcards (%) are allowed when entering the value. The wildcard placement indicates whether other characters come before the value entered, after the value entered, or both before and after the value entered.	Entry: <u>City</u> NOT LIKE Fran% Result: Excludes all properties in cities that begin with "Fran" (e.g., Franklin, Frankfurt) and includes all records that do not have Fran as the first four characters in the <u>City</u> field (e.g., San Francisco, Clarksburg, Washington).
NOT CONTAINS	If the value entered is not contained anywhere in the data field, the record is selected.	Entry: <u>City</u> NOT CONTAINS Clarksburg Result: Excludes properties in Clarksburg and includes all records that do not have Clarksburg in the <u>City</u> field.

11.3 Run a SAMS Report

Introduction

While SAMS provides a variety of reports, the procedures for generating a SAMS standard report are basically the same. This section describes the general procedures for selecting a standard report, entering the selection criteria, and choosing the print options. Additional details for the most commonly requested reports are included in Sections 11.6 through 11.17.

Understanding the features of the Reporting Shell is essential to effectively navigate the SAMS system and produce reports that accurately reflect the desired information. This involves familiarity with the menu options and functions keys and some expertise in defining the selection criteria for a report. Applying selection criteria allows data to be focused to specific reporting requirements. These features are discussed in detail in **Section 11.2 - Reporting Shell Features**.

Processing Tasks

The processing tasks involved in printing a SAMS standard report are the same regardless of the report chosen. Running a SAMS standard report begins when the HUD/SAMS Reporting Shell is opened and ends when the report is sent to a printer, a file, or the Report Browser. The basic tasks involved in printing a SAMS standard report are:

Task 1: Select the desired standard report.

Task 2: Enter values for any selection criteria.

Task 3: Select the desired report options.

Task 1: Select the Report

SAMS standard reports are accessed from the HUD/SAMS Reporting Shell (illustrated and described in **Section 11.2 - Reporting Shell Features**). When the Report option is selected from the HUD/SAMS Reporting Shell, users are given the option of entering the unique report identifier (described in Unique Report Identifiers) for the desired report or selecting an application group (as explained in Application Groups) and displaying a list of reports, by title, from which to select.

Task 2: Enter Selection Criteria

After a report is selected, the user defines the selection criteria used to refine the report (as discussed in Report Selection Criteria in **Section 11.2 - Reporting Shell Features**). Using the include and exclude logical operators the user determines which records will be included on the report. To simplify the report process, SAMS makes some selections for the user. For example, SAMS automatically selects the HOC area for M&M contractors based on the HOC areas assigned to the ID used at system logon.

11.3 - Run a SAMS Report (continued)

Note

The selection criteria fields listed depend upon the report selected and the authorization assigned to the user logon ID.

Task 3: Select Report Options

Once the selection criteria is established, SAMS generates the report. The user then has the option of determining when (immediate, batch, overnight), how (to the browser, to a printer, to a file), and where the report will print. Most jobs print to the default printer assigned to the user.

Note

If the desired printer is not available, if the printer ID is unknown, or if other problems occur in determining how to print the report, contact the SAMS Help Desk at (202) 755-2830.

Standard Reporting Steps

The general steps for generating a SAMS Standard Report are outlined here. For detailed instructions on screen options and data entry for specific fields, refer to the individual screen sections of this document.

- Step 1:** Logon to SAMS (Refer to **Section 1.3 – Using SAMS** in **Chapter 1 – Introduction to SAMS** for detailed instructions).
- Step 2:** On the SAMS Main Menu (LMNM) use the <TAB> key to move to the Sel field to the left of the *Reports Retrieval* option.
- Step 3:** Enter an *X* in the Sel field.
- Step 4:** Press the <ENTER> key
- Step 5:** The HUD/SAMS Reporting Shell displays with the cursor position on the <REPORT> option. (Refer to the **NRS Report Pick Window** subsection for an illustration and detailed description of the screen.)

Note

If the cursor is **NOT** positioned on the <REPORT> option, use the <TAB> key to move to the <REPORT> option.

- Step 6:** With the cursor position on the <REPORT> option, press the <ENTER> key.
- Step 7:** The Nomad Reporting Shell Pick Window displays. (Refer to the **NRS Report Pick Window** subsection for an illustration and detailed description of the screen.)
- Step 8:** On the Nomad Reporting Shell Pick Window either:
- Use the Report ID field to enter the first one or more characters of the unique report identification, press the <ENTER> key to display the Report Options Pick Window, and continue with Step 10. (Refer to the **Report Options Pick Window** subsection for an illustration and detailed description of the screen.)
 - Use the <TAB> key to move to the Application field, enter the application group code, press the <ENTER> key, and continue with Step 10.
 - Press the <F2> key to display a listing of application groups on the Application Group Options Pick Window, and continue with Step 9. (Refer to the **NRS Application Group Options Pick Window** subsection for an illustration and detailed description of the screen.)

Note

The number of records in the system for the application group or report title in the application group displays at the bottom of the screen with an indication of how many records are presently displayed (e.g., Records 1-10 of 72).

- Step 9:** On the Application Group Options Pick Window, use the <TAB> key to move to the selection field for the application group that contains the desired report, enter an *X* in the selection field to the left of the application group name, and press the <ENTER> key.
- Step 10:** The Report Options Pick Window displays either:
- A list of reports that most closely match the Report ID entered on the Report Pick Window
 - A list of reports available for the application group selected on the Report Pick Window
- Step 11:** Use the <TAB> key to move to the desired report title (use the <F8> and <F7> keys to scroll through the list if the list fills more than one screen), enter an *X* in the selection field, and press the <ENTER> key.
- Step 12:** A message displays indicating that the report information is being gathered.
- Step 13:** The screen that displays next depends on whether the user is allowed to specify selection criteria:
- If selection criteria **can** be specified, the Selection Criteria screen displays. (Refer to the **Selection Criteria Screen** subsection for an illustration and detailed description of the screen.)

- If selection criteria is **not required**, the Report Routing Options screen displays. Continue with step 22.

Step 14: The selection criteria fields available for the report are listed on the Selection Criteria screen. Fields with an asterisk (*) are required and **MUST** be selected. Required fields should be completed before entering other criteria.

Reminder

The number of selection criteria fields available for the report displays on the right side of the screen (e.g., Records 1-8 of 16). Use the <**TAB**> key to move from one selection criteria field to the next. Selection criteria fields are selected and the values entered one at a time.

Step 15: Use the <**TAB**> key to move the cursor to the desired criteria field and press the <**ENTER**> key.

Step 16: The next step depends upon the field selected:

- If the Logical Operators screen displays continue with Step 17. (Refer to the **Logical Operators Screen** subsection for an illustration and detailed description of the screen.)
- If the Enter Value screen displays skip to Step 18. (Refer to the **Enter Value Screen** subsection for an illustration and detailed description of the screen.)

Step 17: On the Logical Operators screen use the <**TAB**> key to move to the desired operation and press the <**ENTER**> key to display the Enter Value screen.

Note

Refer to **Report Selection Criteria** in **Section 11.2 - Reporting Shell Features** for help in determining which operators to use on the Logical Operators screen and how to enter values on the Enter Value screen.

Step 18: On the Enter Value screen, type the desired value for the search in the Value field and press the <ENTER> key.

Note

All of the spaces in the field **MUST** be completed and **MUST** be formatted correctly for the system to locate valid data. In most cases, using all uppercase characters is advised. If a wild card (%) is used, it must be in the proper position in the field for the system to return valid data.

Step 19: The Selection Criteria screen redispays showing the operator and value(s) selected.

Step 20: Repeat Steps 12 through 17 until all of the required (mandatory) and desired selection criteria have been defined.

Step 21: Once the selection criteria is defined, press the <F10> key to submit the choices and continue building the report.

Step 22: The Report Routing Options screen displays. Use the <TAB> key to move to the desired option and specify:

- When the report should print (i.e., immediate, batch, overnight)
- Where the report should print (i.e., browse, print, file)
- Which printer to use (use the <F2> key to display a list of available printers, enter an *X* beside the selection, and press the <F10> key to submit)

Caution

Submitting the report immediately is not advised the first time a report is generated. Depending upon the selection criteria used and the size of the report, SAMS may not allocate enough time to complete the report and no data will be returned. Sending the report to the Browser allows the user to view the report on-line prior to printing. Viewing the report on-line allows the user to determine that the appropriate data was selected for the report and that the report is not too cumbersome to use. (Refer to **Section 11.4 - Use the Report Browser** for details.)

Processing Screens

This section provides detailed information on the screens accessed to generate SAMS Standard Reports. The HUD/SAMS Reporting Shell, accessed from the SAMS Main Menu (LMNM), is the main menu from which the SAMS Standard Report screens are accessed.

Data Screens

The SAMS Standard Report screens covered in this section are:

- HUD/SAMS Reporting Shell
- NRS Report Pick Window
- NRS Application Group Options Pick Window
- Report Options Pick Window
- Report Selection Criteria Screen
- Selection Criteria Logical Operators Screen
- Enter Value Screen
- Report Routing Options

11.3 - Run a SAMS Report (continued)

Menus

To access the HUD/SAMS Reporting Shell, illustrated in Figure 11-3:

- Logon to SAMS (Refer to **Section 1.3 – Using SAMS in Chapter 1 – Introduction to SAMS** for detailed instructions to logon to SAMS).
- On the SAMS Main Menu (LMNM) use the <TAB> key to move to the Sel field to the left of the *Reports Retrieval* option.
- Enter an *X* in the Sel field.
- Press the <ENTER> key.

A message displays stating that the reports system is starting and then the Reporting Shell displays..

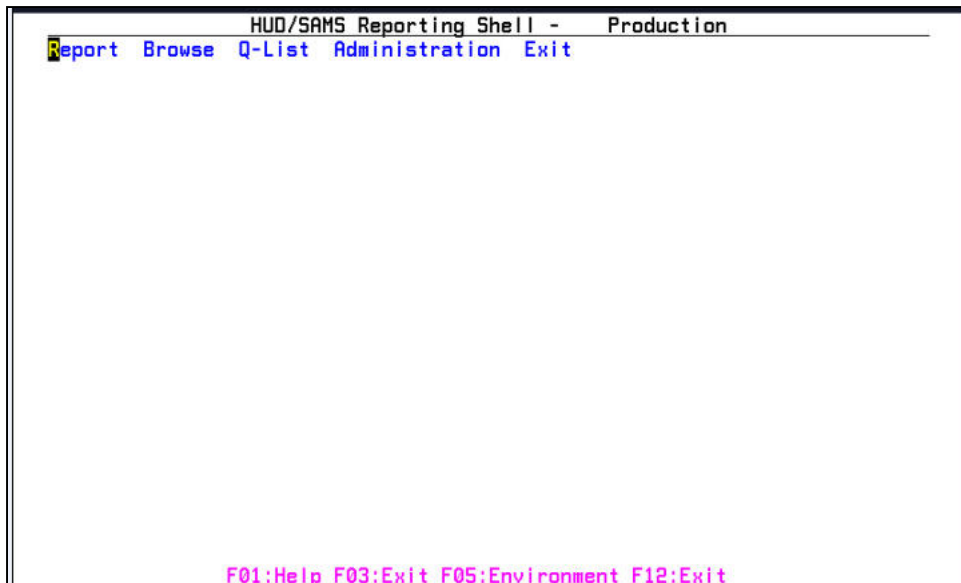


Figure 11-3 HUD/SAMS Reporting Shell Screen

Note

The screens included in this document are for illustrative purposes only and reflect the menu selections and screen layouts available at the time the screen was captured. Menu or screen changes from a later release of SAMS are noted and will be documented in the next release of this document.

- Screen Options* On the HUD/SAMS Reporting Shell screen use the <TAB> key to move to the desired option and press the <ENTER> key to select:
- The <Report> option which displays the Report Pick Screen, allowing access to the list of SAMS reports and/or application groups.
 - The <Browse> option which launches the SAMS Reports Browser to preview previously submitted reports submitted in the *browse* mode.
 - The <Exit> option which closes the HUD/SAMS Reporting Shell screen and the user to the SAMS Main Menu (LMNM).

Reminder

In the Procedure Table fields which must be completed on a screen are marked as [REQUIRED], fields which have a Look-up table available are marked with an asterisk (*), system-generated field entries are documented in a shaded row, and directions are provided for the various modes available on the screen

11.3 - Run a SAMS Report (continued)

NRS Report Pick Window

The Nomad Reporting Shell NRS Report Pick Window allows authorized users to select a report:

- Using the unique report identifier
- Using the application group identifier
- From the report list by application group

Before You Begin

Gather one or more of these items before using the NRS Report Pick Window screen, illustrated in Figure 11-4 to select a report:

- The unique identifier for the report
- The application group identifier

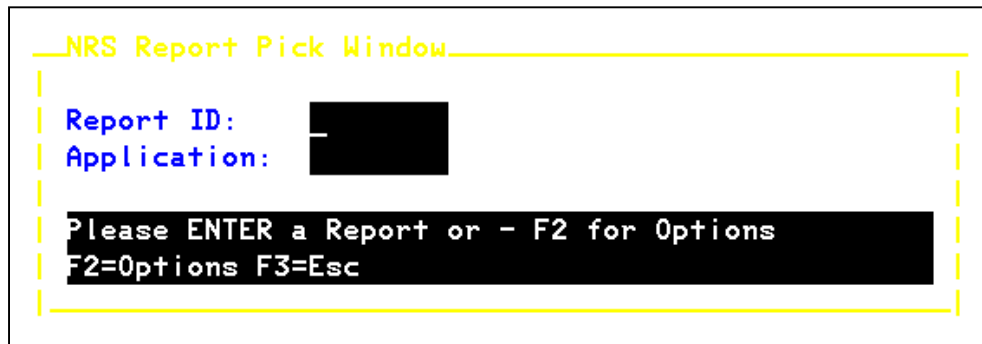


Figure 11-4 Nomad Reporting Shell Pick Window

Screen Options

On the NRS Report Pick Window screen:

- To select a report using the **unique report identifier**, enter data in the Report ID field and press the <ENTER> key
- To select a report using the **application group listing**, press the <F2> key
- To select a report using the **unique application group identifier and report ID**, enter data in the Application field, press the <ENTER> key, and select the desired report from the list presented

11.3 - Run a SAMS Report (continued)

Procedure Table Follow the instructions in Table 11-7 Reporting Shell Pick Window Procedure Table to select a report using the Report ID or the Application Group ID.

Table 11-7 Reporting Shell Pick Window Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Report ID	8 alphanumeric characters Format: XXXXXX##	<p>[REQUIRED] if no entry is made in the <u>Application</u> field. Enter all or part of the unique report identifier and press the <ENTER> key.</p> <p>Result: Depending upon the entry in this field:</p> <ul style="list-style-type: none">• The Selection Criteria window displays for the report that matches the report ID entered• A list of reports that begin with the portion of the report ID entered displays
Application	4 alphabetic characters Format: XXXX	<p>[REQUIRED] if no entry is made in the <u>Report ID</u> field. Enter the unique application identifier and press the <ENTER> key to display a list of available reports for the application group entered.</p> <p>Note: With the cursor in the Application field, press the <F2> key to display the Application Group Options screen with a list of available application groups.</p>
<p>Depending upon the information available:</p> <ul style="list-style-type: none">• Press the <F2> key to display a list of available reports, use the <TAB> key to move the cursor to the desired report title, and press the <ENTER> key to select the report• Enter all or the first one or two characters of the unique identifier for the report in the <u>Report ID</u> field and press the <ENTER> key• Enter the unique identifier for the application group which contains the desired report, press the <ENTER> key to display the list of available application groups, use the <TAB> key to move to the desired application group, enter an X in the selection field, and press the <ENTER> key to display a list of available reports for the selected application group. Use the <TAB> key to move to the desired report title, enter an X in the selection field, and press the <ENTER> key. <p>Result The Selection Criteria window displays for the selected report.</p>		

NRS Application Group Options Pick Window

*Before You
Begin*

The NRS Application Group Options Pick Window is used to select an application group that contains the report to be produced.

Gather this information before using the Application Group Options screen, illustrated in Figure 11-5, to select the application group for the desired report:

- The application group identifier for the group that contains the desired report
- The title or unique identifier for the desired report

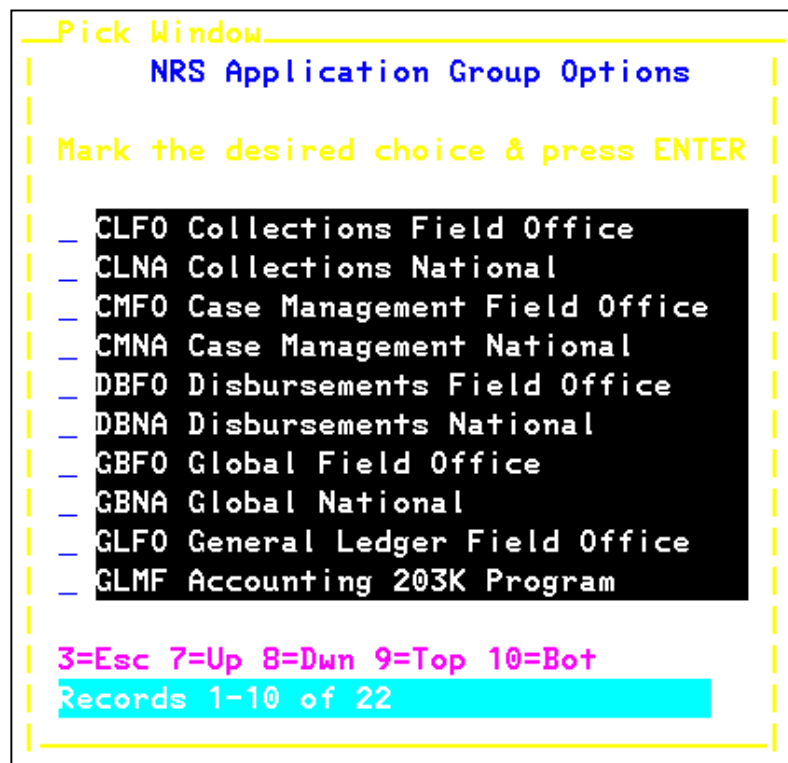


Figure 11-5 Applications Group Options Window

11.3 - Run a SAMS Report (continued)

Screen Options On the NRS Application Group Options Pick Window screen:

- To move **forward (down)** through the list of application group names displayed, press the <F7> key
- To move **backward (up)** through the list of application group names displayed, press the <F8> key
- To move to the **top** of the list of application group names displayed, press the <F9> key
- To move to the **bottom** of the list of application group names displayed, press the <F10> key
- To **select** an application group, enter an *X* in the selection field to the left of the application group name and press the <ENTER> key

Procedure Table Follow the instructions in Table 11-8 Application Group Options Window Procedure Table to select an application group that contains the report to be generated.

Table 11-8 Application Group Options Window Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
(Sel)	1 alphabetic character Format: X	[REQUIRED] Enter an X in this field beside the desired application group title and press the <ENTER> key.
(Application Group ID)	N/A	System generated; displays the application group identifier associated with the application group title in the <u>Application Group Name</u> field.
(Application Group Name)	N/A	System generated; displays the application group name associated with the Application Group identifier displayed in the <u>Application Group ID</u> field.
Records	N/A	System-generated; Displays the number of application group records displayed on the NRS Application Group Options Pick Window.
Of	N/A	System-generated; Displays the number of application group records available for view on the NRS Application Group Options Pick Window.
Enter an <i>X</i> in the selection field for the desired report and press the <ENTER> key.		
<i>Result</i> Depending upon the report selected either: <ul style="list-style-type: none">• The Selection Criteria window displays if selection criteria fields are available for the selected report• The Enter Value window displays for the selected report if the report only requires a single value for selection criteria		

Report Options Pick Window

*Before You
Begin*

The Report Options Pick Window is used to select a report from the list displayed. Reports are grouped by application and display in alphabetical order by report ID.

Gather either of these items of information before using the Report Options Pick Window screen, illustrated in Figure 11-6, to select a report to view or print:

- The unique identification code for the desired report
- The title of the desired report

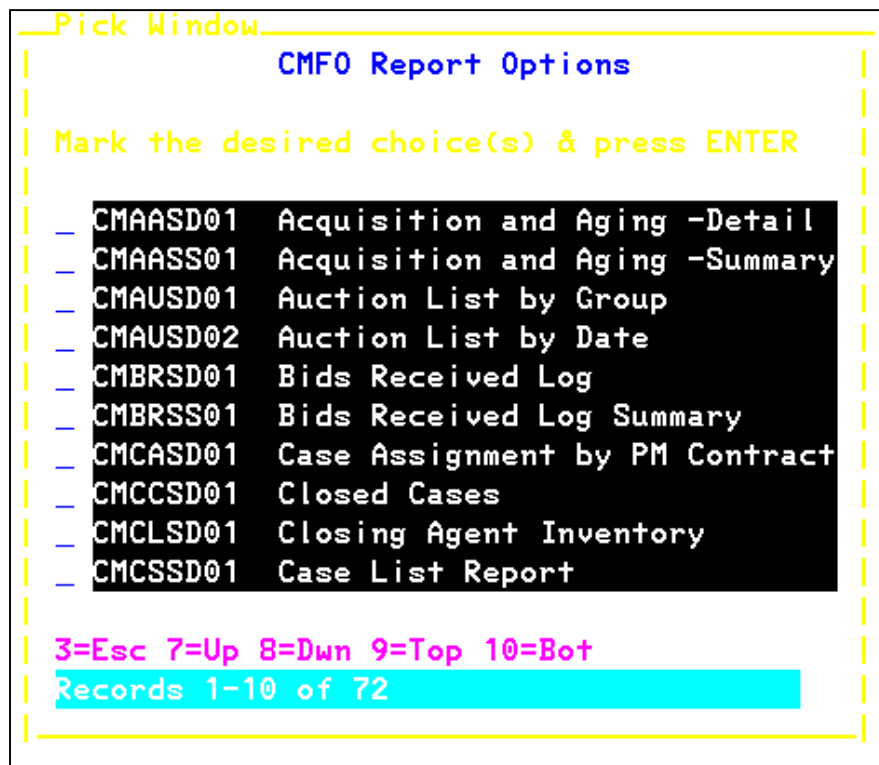


Figure 11-6 Report Options Pick Window

11.3 - Run a SAMS Report (continued)

Screen Options On the Report Options Pick Window screen:

- To move **forward (down)** through the list of report names displayed, press the <F7> key
- To move **backward (up)** through the list of report names displayed, press the <F8> key
- To move to the **top** of the list of report names displayed, press the <F9> key
- To move to the **bottom** of the list of report names displayed, press the <F10> key
- To **select** a report, enter an X in the selection field to the left of the report name and press the <ENTER> key

Procedure Table Follow the instructions in Table 11-9 Report Options Pick Window Procedure Table to select a report to be generated.

Table 11-9 Report Options Pick Window Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
(Sel)	1 alphabetic character Format: X	[REQUIRED] Enter an X in this field beside the desired report title and press the <ENTER> key.
(Report ID)	N/A	System generated; displays the unique report identifier associated with the entry in the <u>Report Title</u> field.
(Report Title)	N/A	System generated; displays the report title associated with the entry in the <u>Report ID</u> field.
Records	N/A	System-generated; Displays the number of report title records displayed on the Report Options Pick Window.
Of	N/A	System-generated; Displays the number of report title records available for view on the Report Options Pick Window.
<i>Select the report and press the <ENTER> key.</i>		
<i>Result: Depending upon the report selected, the system displays:</i> <ul style="list-style-type: none">• <i>The Report Selection Criteria screen, if selection criteria may be entered for the selected report.</i>• <i>The Report Routing Options screen, if no selection criteria may be entered for the selected report.</i>• <i>The Cases Without Tax Accounts Options screen if the Cases Without Tax Accounts (TXNASD01) report is selected</i>		

11.3 - Run a SAMS Report (continued)

Selection Criteria Screen

Before You Begin

The Selection Criteria screen is used to access the fields for which criteria are entered to limit the scope of the report.

Gather this information before using the Selection Criteria screen, illustrated in Figure 11-7, to determine the fields used to limit the search area for the selected report:

- The field values to be used to limit the search area and the records displayed in the selected report

CMC SSD01 Case List Report - Selection Criteria

Press ENTER Next to the Field Description to Apply Selection Criteria
"*" denotes a MANDATORY Selection Field

Records 1-8 of 13

S *	Selection Description	OPER	Values
*	Field Office		
	Date Acquired		
	Date Established		
	Fee Status		
	HUD 27011 Received		
	IIF Flag		
	PM Contract Number		
	Realty Specialist		

Please Supply the required Selection Criteria

Figure 11-7 Selection Criteria Screen

Screen Options

On the Selection Criteria screen:

- To **define** selection criteria values use the <TAB> key to move to the desired field and press the <ENTER> key to select
- To **change** selection criteria values use the <TAB> key to move to the desired field and press the <ENTER> key to select

11.3 - Run a SAMS Report (continued)

Procedure Table Follow the instructions in Table 11-10 Selection Criteria Screen Procedure Table to select the criteria fields and enter or change selection criteria values.

Table 11-10 Selection Criteria Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Records	N/A	System-generated; Displays the number of selection criteria records displayed on the screen.
Of (records)	N/A	System-generated; Displays the total number of selection criteria fields available for the selected report.
S	N/A	System-generated; indicates the field(s) selected for entering search criteria.
*	N/A	System-generated; asterisk (*) in this field indicates that selection criteria is required for the associated field.
Selection Description	N/A	System-generated; displays the name of the field for which selection criteria can be entered.
Oper	N/A	System-generated; This field displays the logical operator used with the entry in the <u>Values</u> field as selection criteria for the associated criteria field. The field is blank when the Selection Criteria screen first displays. When a criteria field is selected, the system displays either: <ul style="list-style-type: none">• The operator selected on the Logical Operator screen• The only operator allowed for the selected field
Values	N/A	System-generated; This field displays the value associated with the operator in the <u>Oper</u> field as criteria for the selected field. The field is blank when the Selection Criteria screen first displays. When a criteria field is selected, the system displays either: <ul style="list-style-type: none">• The value entered on the Enter Values screen for the field• The only value allowed for the selected field.
<i>Use the <TAB> key to move to the desired selection criteria field and press the <ENTER> key.</i>		
<i>Result: Depending upon the field selected the system either displays:</i> <ul style="list-style-type: none">• <i>The Logical Operator window if an operator selection is allowed for the field</i>• <i>The Enter Values field if only one value may be specified for the selected field</i>		

Logical Operators Screen

Before You Begin

The Logical Operators screen is used to select the operation to be performed for the value entered in the Enter Value screen for the field selected.

Gather this information before using the Logical Operators screen, illustrated in Figure 11-8, to limit the search area and the records selected for the report:

- How the value(s) for the selected field will be used to limit the selection (e.g., include, exclude)

The screenshot shows a terminal window titled "Case List Report - Selection Criteria". Inside, there is a box titled "Logical Operators" with a status bar in the top right corner that reads "1 to 14 of 14". The box contains a list of logical operators and their descriptions:

=	Equal to
AMONG	Among the Values
BETWEEN	Between Two Values
>	Greater Than
<	Less Than
GE	Greater Than or Equal to
LE	Less Than or Equal to
LIKE	Matches the Text of
CONTAINS	Contains the Characters/Text
NE	Not Equal to
NOT AMONG	Not Among the Values
NOT BETWEEN	Not Between the Two Values
NOT LIKE	Does not Match the Text of
NOT CONTAINS	Does not Contain the Characters/Text

Figure 11-8 Logical Operators Screen

Screen Options On the Logical Operators screen:

- To **select a new** operator, use the <TAB> key to move through the list to the desired option and press the <<ENTER> key to select.
- To **change** an operator selection, use the <TAB> key to move through the list to the desired option and press the <<ENTER> key to select.
- To **close the screen** without choosing an operator, press the <F3> key.

11.3 - Run a SAMS Report (continued)

Procedure Table Follow the instructions in Table 11-11 Logical Operators Screen Procedure Table to select or change an operator for the selection criteria field selected.

Table 11-11 Logical Operators Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
(Logical Operator)	N/A	System-generated; Displays the operators (e.g., =, <, >, Among, Contains) which may be selected for the field.
(Logical Operator Description)	N/A	System-generated; Displays a brief description of the logical operator (e.g., Equal to, Less than, Greater than, Among the values, Contains the Characters/Text).
<i>Use the <TAB> key to move to the desired operator and press the <ENTER> key to select.</i>		
Result: <i>The system displays the Enter Value window for the selected field.</i>		

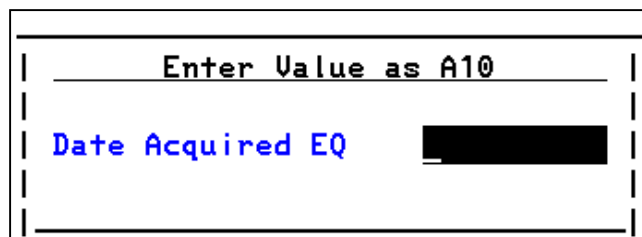
Enter Value Screen

The Enter Value screen is used to enter the value or values used in conjunction with the operator entered through the Logical Operators screen to define the report search criteria and limit the scope of the report.

Before You Begin

Gather this information before using the Enter Value screen, illustrated in Figure 11-9:

- The value to be used in combination with the logical operator shown to limit the search area for the report



The screenshot shows a terminal-style window titled "Enter Value as A10". Inside the window, the text "Date Acquired EQ" is displayed in blue. To the right of this text is a black rectangular box, indicating a redacted or masked input field. The window is enclosed in a double-line border.

Figure 11-9 Enter Value Screen

Screen Options

On the Enter Value screen:

- To **enter a new value**, type the desired value in the field and press the <ENTER> key.
- To **change the value displayed**, highlight the text to be changed, type the desired data, and press the <ENTER> key.

11.3 - Run a SAMS Report (continued)

Procedure Table Follow the instructions in Table 11-12 Enter Value Screen Procedure Table to enter new values or change existing values for the selected search criteria field.

Table 11-12 Enter Value Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Enter Value as	N/A	System-generated; Displays a sample entry for the field in the appropriate format.
(Field Name)	N/A	System-generated; The name of the field selected on the Selection Criteria window displays in this field.
(Field Operator)	N/A	System-generated; The operator symbol selected on the Logical Operators screen displays in this field.
Enter Value	Variable	[REQUIRED] Enter the selection value for the field and operator displayed, and press the <ENTER> key. <i>Note:</i> The appropriate value format displays in the <u>Enter Value as</u> field.
Enter a value using the format sample displayed in the <u>Enter Value as</u> field and press the <ENTER> key.		
Result: The system displays the Selection Criteria screen with the selection entered on this screen displayed in the <u>Values</u> field.		

Report Routing Options Screen

The Report Routing Options screen is used to define how, when, and where the selected report will generate:

- Submit the report immediately (for small reports only), batch (for medium size reports submitted to the generation queue), overnight (for long reports or reports not needed on the current date)
- Submit the report to preview on-line (Browse), to print to the printer identified (Print), or to print to the designated file (File)
- Select a printer other than the default printer, if desired

Before You Begin

Gather this information before using the Report Routing Options screen, illustrated in Figure 11-10, to define when, how, and where the report will print:

- Unique identifier for the printer (if printing the report to other than the default printer)

```
Report Routing Options.

Submit Mode: I  I=Immediate B=Batch O=Overnight
Destination: P  B=Browse P=Print F=File

Printer ID : DY2K03  <<default

Please Specify Required Options and press F10
F1=Help F2=Options F3=Esc F10=Submit F12=Quit
```

Figure 11-10 Report Routing Options Window

Screen Options

On the Report Routing Options screen:

- To *specify* submission mode and/or destination, press the <TAB> key to move to the desired field, and enter the appropriate designation
- To *submit* the report, press the <F10> key.
- To *exit* the screen without submitting the report, press the <F3> key.

11.3 - Run a SAMS Report (continued)

Procedure Table Follow the instructions in Table 11-13 Report Routing Options Window Procedure Table to specify the submission mode, print destination, or printer, and to submit the report to the queue for generation.

Table 11-13 Report Routing Options Window Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Submit Mode	1 alphabetic character I=Immediate B=Batch O=Overnight	[REQUIRED] The entry in this field depends on the size of the report to be generated: <ul style="list-style-type: none">• small reports can be generated immediately by entering an <i>I</i> <i>Note: Only a few SAMS standard reports can be generated in the I (Immediate) mode.</i> <ul style="list-style-type: none">• medium size reports can be placed in the queue and generated in batch mode by entering a <i>B</i> (Batch)• large reports or reports that are not needed on the current date can be generated overnight by entering an <i>O</i> (Overnight) in this field.
Destination	1 alphabetic character B=Browse P=Print F=File	[REQUIRED] Select the destination for the report: <ul style="list-style-type: none">• Enter a <i>B</i> in this field to send the report to the Browse feature where it can be viewed on-line.• Enter a <i>P</i> in this field to send the report to the default printer.• Enter an <i>F</i> in this field to send the report data to a file for download.
Printer ID	6 alphanumeric characters	System-generated; default printer ID based on the user ID entered at logon displays in this field. This entry can be changed by entering the unique identifier for the desired printer in this field and placing an <i>X</i> to the right of the desired printer ID.
<i>Enter the desired information and press the <F10> key to submit the report.</i>		
Result: <i>The system queues the report to generate and, depending upon the option selected in the Destination field:</i> <ul style="list-style-type: none">• Displays an error message• Prints the report to the selected printer after generation• Stores the report output in the Report Browser		

11.4 Use the Report Browser

Introduction

The second option on the HUD/SAMS Nomad Reporting Shell Menu Bar is *Browse*. This option allows a user to retrieve a report submitted in the Browse mode and view the report on-line. Prior to attempting to view a report in the Browse mode, the user should become familiar with the SAMS Reporting Shell features:

- Browser Function (<F>) Keys
- Reporting Shell Navigation
- Running a SAMS report

Processing Tasks

Task 1: Open the Browser

Task 2: Select the Report to Browse

Task 3: View the Browsed Report

Task 4: Scroll through or Print the Report

Task 5: Browse Another Report Exit the Browser

*Task 1:
Open the
Browser*

The Report Browser is accessed from the HUD/SAMS Reporting Shell Main Menu (illustrated and described in **Section 11.2 - Reporting Shell Features**). When the Browse option is selected from the HUD/SAMS Reporting Shell, users are given the option of selecting a report to view online or submitting a report to print from the Browser.

*Task 2:
Select the Report
to Browse*

In the Report Browser screen, SAMS retrieves a list of reports that were run and sent by the user to the Browser rather than to a physical printer. For each report in the specified date range, SAMS displays:

- When the report was submitted
- The status of the report (i.e., complete, running, queuing).
- The number of records contained in the report.

Note

A report cannot be viewed in the Browser until it is generated. If the report desired is queuing or running, wait 15 minutes and access the Browser again to see if the report is complete.

The user selects a report from the list displayed, enters an X in the X (selection) field to the left of the report ID, and presses the <F10> key to view the report online.

11.4 - Use the Report Browser (continued)

*Task 3:
View the
Browsed Report*

When a report is requested from the Browser, SAMS displays the cover page of the report. The cover page shows:

- The report ID and title
- The date and time the report was generated
- The number of pages in the report
- The selection criteria on which the report was based

*Task 4:
Scroll through
or Print the
Report*

The user has the option of:

- Viewing the report page-by-page online
- Queuing the report to a printer

*Task 5:
Browse Another
Report or Exit
the Browser*

The user may view any reports in *Complete* status in the Browser, may print a report, or may delete a report from the Browser..

11.4 - Use the Report Browser (continued)

Report Browser Steps

The general steps for generating a SAMS Standard Report are outlined here. For detailed instructions on screen options and data entry for specific fields, refer to the individual screen sections of this document.

Step 1: Logon to SAMS (Refer to **Section 1.3 – Using SAMS in Chapter 1 – Introduction to SAMS** for detailed instructions).

Step 2: On the SAMS Main Menu (LMNM) use the <TAB> key to move to the Sel field to the left of the *Reports Retrieval* option.

Step 3: Enter an *X* in the Sel field.

Step 4: Press the <ENTER> key

Step 5: The HUD/SAMS Reporting Shell displays with the cursor position on the *Report* option.

Step 6: Use the <TAB> key to move the cursor to the *Browse* option.

Step 7: Press the <ENTER> key.

Step 8: On the SAMS Report Browser screen, use the <TAB> key to move the cursor to the selection field to the left of the desired report.

Step 9: Check to see that the status of the report is *Complete*.

Step 10: Type an *X* in the selection field for the completed report and press the <F10> key to continue.

Step 11: Press the <F8> key to scroll down to the report data.

Step 12: The options are to:

- Check the number of pages for the report.
- View the entire output using the function keys to move through the data screen by screen.
- Queue the entire report to print by holding down the <SHIFT> key and pressing the <F1> key or by typing *Print* in the Command prompt in the top left corner of the screen.

Step 13: Press the <F3> key to return to the Report Browser report list to:

- Select another report to view or print
- Select a different Reporting Shell option
- Close the Reporting Shell

Step 14: Press <F3> to return to Reporting Shell Main Menu.

11.4 - Use the Report Browser (continued)

Processing Screens

This section provides detailed information on the screens accessed to preview SAMS Standard Reports in the Browser. The HUD/SAMS Reporting Shell, accessed from the SAMS Main Menu (LMNM), is the main menu from which the SAMS Standard Report screens are accessed.

Data Screens

The SAMS Report Browser screens illustrated and described in this section are:

- SAMS Report Browser Screen
- Browse – Report Cover Page Screen
- Report Browse – Page 2 Screen

Menu

The SAMS Report Browser is accessed from the HUD/SAMS Reporting Shell, illustrated and described in detail in **Section 11.2 - Reporting Shell Features**. To access the SAMS Report Browser screen:

- Logon to SAMS (Refer to **Section 1.3 – Using SAMS in Chapter 1 – Introduction to SAMS** for detailed instructions to logon to SAMS).
 - On the SAMS Main Menu (LMNM) use the <TAB> key to move to the Sel field to the left of the *Reports Retrieval* option.
 - Enter an *X* in the Sel field and press the <ENTER> key to access the HUD/SAMS Reporting Shell.
 - On the SAMS Reporting Shell Window (described and illustrated in **Section 11.2 - Reporting Shell Features**), use the <TAB> key to move to the *Browse* option, and press the <ENTER> key to select.
-

11.4 - Use the Report Browser (continued)

SAMS Report Browser Screen

The SAMS Report Browser screen, illustrated in Figure 11-11, allows users to:

- View the progress of the generation of a Browser report
- Select a Browser report in *Complete* status to print
- Select a Browser report in *Complete* status to view online
- Select a report to delete from the Browser
- View the number of records generated for a selected Browser report

Before You Begin

Gather this information before using the SAMS Report Browser screen:

- The dates between which the desired report was generated
- The unique identifier for the desired report

The screenshot shows the 'SAMS Report Browser' window. At the top, there are fields for 'Start' and 'Stop' dates, with '10/14/02' and '11/14/02' entered respectively. Below these is a 'Records 1-1 of 1' indicator. A table lists reports with columns for 'X' (selection), 'Report', 'Submitted at...', and 'Status'. One report is listed: 'CMUSHD01' submitted on '11/14/02 10:23:24' with a status of 'Complete..Records = 391'. At the bottom, text indicates 'Listed Reports found for this Date Range' and provides function key instructions: 'F3=Esc F2=Options F9=Delete F10=Process'.

X	Report	Submitted at...	Status
	CMUSHD01	11/14/02 10:23:24	Complete..Records = 391

Figure 11-11 SAMS Report Browser Screen

Screen Options

On the Report Browser screen:

- To *view* a Browser report online, move the cursor to the desired report, enter an *X* in the X (selection) field, and press the <F10> key.
- To *print* a Browser report, move the cursor to the desired report, enter an *X* in the X (selection) field, and press the <F10> key.
- To *delete* a Browser report, move the cursor to the desired report, enter an *X* in the X (selection) field, and press the <F9> key.

11.4 - Use the Report Browser (continued)

Procedure Table Follow the instructions in Table 11-14 SAMS Report Browser Procedure Table to view, print, or delete a Browser report.

Table 11-14 SAMS Report Browser Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Start	N/A	System-generated; This field in conjunction with the <u>Stop</u> field displays the range of dates for the reports listed on the screen.
	8 characters Format: mm/dd/yy	This field displays the beginning date for the range of reports and may be <i>modified</i> . To modify the date, use the <TAB> key to move to the field and type the new date over the entry in the field.
Stop	N/A	System-generated; This field in conjunction with the <u>Start</u> field displays the range of dates for the reports listed on the screen.
	8 characters Format: mm/dd/yy	This field displays the end date for the range of reports and may be <i>modified</i> . To modify the date, use the <TAB> key to move to the field and type the new date over the entry in the field.
Records	N/A	System-generated; This field indicates the number of records displayed on the screen.
of	N/A	System-generated; This field indicates the total number of records available for display on this screen.
X	1 alphanumeric character X	[REQUIRED] Enter an <i>X</i> in this field to the left of the title for the report to be viewed and press the <ENTER> key.
Report	N/A	System-generated; This field displays the unique identifier for the report listed on the screen.
Submitted at	N/A	System-generated; This field displays the date and time the associated report was submitted.
Status	N/A	System-generated; This field indicates the status of the report (e.g., queued, running, complete). <i>Note: Prior to deleting, viewing, or printing the report from the Browser, the entry in the <u>Status</u> field must be Complete (the report generation is completed).</i>
(Records)	N/A	System-generated; This field indicates the number of records contained in the report.
Enter an <i>X</i> in the selection field to the left of the desired completed report and press the <F10> key.		
<i>Result: The Browse Report Cover Page screen displays for the selected report.</i>		

11.4 - Use the Report Browser (continued)

Browse – Report Cover Page Screen

The Browse – Report Cover Page screen, illustrated in Figure 11-12, allows users:

- To view the number of pages in the report
- To view report details such as report title and date generated
- To view the selection criteria used to generate the selected report
- To queue the selected report to print
- To access the report information page-by-page

Before You Begin

Gather this information before using the Browse – Report Cover Page screen:

- The unique report ID
- The date the report was generated

CMND=>		B R O W S E	Page 1 of 8/ Line 1+
...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...>			
RPT ID: CMUSHD01 (For Official Use Only)	SINGLE FAMILY ACQUIRED ASSET MANAGEM		
RUN DT: 2002-11-14 10:23 A.M.	CASES LISTED BUT UNSOLD		

Selection Criteria for CMUSHD01			
HUD Office	EQ	C2	
State Code	CTNS	C	

F2 Help	F13 Print	F3 Quit	F4 Freeze
F8 Down	F9 Find	F10 Page	F11 Home
F5 Left	F6 Right	F7 Up	F12 Scale
F14 Top	F15 Bottom		

Figure 11-12 Browse - Report Cover Page Screen

Screen Options

On the Browse – Report Cover Page screen:

- To **print** the selected report, hold down the <SHIFT> key and press the <F1> key
- To view a **specific page** of the report, press the <F10> key and enter the number of the page to view
- To move to the **last page** of the report, press the <F10> key

11.4 - Use the Report Browser (continued)

Procedure Table Follow the instructions in Table 11-15 Browse - Report Cover Page Procedure Table to view details for the selected report, view other pages of the report, queue the report to print, or find specific report data.

Table 11-15 Browse - Report Cover Page Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Cmnd	5 alphanumeric characters	In this field you can type: <ul style="list-style-type: none">• <i>Print</i> to print the displayed report• <i>Page</i> to move the cursor to the top of the requested page• <i>Top</i> to move the cursor to the top of the current page.• <i>Bot</i> to move the cursor to the bottom of the current page.• <i>Find</i> to move the cursor to the requested text.
Rpt ID	N/A	System-generated; Displays the unique identifier for the report selected on the SAMS Report Browser screen.
(Report Title)	N/A	System-generated; Title associated with the report identifier displayed in the <u>Rpt ID</u> field.
Run Dt	N/A	System-generated; The entry in this field indicates the date and time the report was (or is being) generated.
Selection Criteria for	N/A	System-generated; Unique identifier for the selected report displays in this field.
(Field)	N/A	System-generated; The selection criteria fields used to generate the selected report are displayed here.
(Logical Operator)	N/A	System-generated; The logical operator associated with the value for the indicated selection criteria field is displayed here.
(Value)	N/A	System-generated; The value associated with the logical operator for the selection criteria field displays here.
Press the <F8> key to view additional selection criteria used to generate the selected report, if more fields were used than can be displayed on the screen at one time.		
Press the <F10> key to view the first page of the selected report.		
Result: <i>The system displays the first page of the report on the Report Browser Page 2 screen.</i>		

11.4 - Use the Report Browser (continued)

Report Browse – Page 2 Screen

The Report Browse – Page 2 screen, illustrated in Figure 11-13, displays the first page of the requested report as it would appear when printed. On this screen the user may:

- View the full text generated for the requested report
- Scroll through the displayed text one field, line, or page at a time
- Queue the report to print

Before You Begin

No special information is needed to use the Report Browse – Page 2 screen:

CMND=> [REDACTED]

B R O W S E

Page 2 of 8/ Line 1+

|...+...1...+...2...+...3...+...4...+...5...+...6...+...7...+...>

RPT ID: CMUSHD01 (For Official Use Only) SINGLE FAMILY ACQUIRED ASSET MANAGEM

RUN DT: 2002-11-14 10:23 A.M. CASES LISTED BUT UNSOLD

HOC: HC CALIFORNIA HOC

Area: C2 CALIFORNIA HOC AREA TWO

PM Contract: GLDNFT9005 C-OPC-21336

GOLDEN FEATHER REALTY SERVICES

PHONE: 210-308-5566

Case	Address	Sales Type	List Date	Days	List Price
043-501313	1803 NINTH AVE OLIVEHURST, CA 95961-0000	UI	07/19/02	118	55000.00
045-355110	471 GIBSON LN SHAFTER, CA 93280-0000	UI	07/19/02	118	51000.00
045-451201	610 610 1/2 BELLE AVE BAKERSFIELD, CA 93308-0000	UI	07/19/02	118	47000.00

F2 Help F13 Print F3 Quit F4 Freeze F5 Left F6 Right F7 Up
F8 Down F9 Find F10 Page F11 Home F12 Scale F14 Top F15 Bottom

Figure 11-13 Report Browse - Page 2 Screen

11.4 - Use the Report Browser (continued)

Screen Options

On the Report Browse – Page 2 screen:

- To **scroll down** (forward) through the information displayed on the screen, press the <F8> key
- To **scroll up** (backward) through the information displayed on the screen, press the <F7> key
- To **scroll left** to view information to the left side of the screen, press the <F5> key
- To **scroll right** to view information beyond the right edge of the screen, press the <F6> key
- To **print** the selected report, hold down the <SHIFT> key and press the <F1> key
- To view a **specific page** of the report, press the <F10> key and enter the number of the page to view
- To **freeze** a portion of the screen (such as the column headers) and scroll the rest of the report, press the <F4> key
- To move the cursor to the top of the **first page** of the report, hold down the <SHIFT> key and press the <F2> key
- To move the cursor to the **last page** of the report, hold down the <SHIFT> key and press the <F3> key

Procedure Table

The Report Browse – Page 2 screen is a display only screen. Table 11-16 Report Browse - Page 2 Procedure Table provides descriptions for the field types on the standard Report Browse – Page 2 screen..

Table 11-16 Report Browse - Page 2 Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Page	N/A	System-generated; This field indicates the number of the page of the report being displayed.
of	N/A	System-generated; This field indicates the number of pages in the selected report.
Line	N/A	System-generated; This field indicates the number of the first line on the screen being displayed.
Rpt ID	N/A	System-generated; Displays the unique identifier for the report selected on the SAMS Report Browser screen.
(Report Title)	N/A	System-generated; Title associated with the report identifier displayed in the <u>Rpt ID</u> field.
Run Dt	N/A	System-generated; The entry in this field indicates the date and time the report was (or is being) generated.

11.4 - Use the Report Browser (continued)

Table 11-16 Report Browse - Page 2 Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
(Report Field)	N/A	System-generated; The system displays the full text of the report.
<i>To view the entire text of the report:</i> <ul style="list-style-type: none">• Press the <F5> key to view the information in the left pane of the screen.• Press the and <F6> key to view the information in the right panes of the screen,.• Press the <F7> key to view the information in the upper portion of the screen.• Press the <F8> key to view the information in lower portions of the screen.• Press the <F10> key to move to the selected page of the report.• Hold down the <SHIFT> key and press the <F2> key to go to the top of the report.• Hold down the <SHIFT> key and press the <F3> key to go to the bottom of the report. <i>To print the report, hold down the <SHIFT> key and press the <F1> key.</i>		

11.5 SAMS Upload/Download

Introduction

The Upload/Download procedures allow data transfers between a personal computer (PC)/workstation and the SAMS mainframe. The most common examples of data transfers are:

- Uploading the FEDWIRE transfer
- Downloading SAMS standard report data
- Downloading the M&M Server daily reports

Processing Tasks

This Upload/Download tasks covered in this section are:

Task 1: Upload Data to the SAMS Mainframe from the PC/Workstation

Task 2: Download Data to the PC/Workstation from the SAMS Mainframe

Task 3: Download Data to the PC/Workstation from the M&M Server

*Task 1:
Upload Data to
SAMS
Mainframe from
PC/Workstation*

Step-by-step instructions, based on the standard HUD PC/workstation configuration, are provided in this section for transferring:

- FEDWIRE data to the SAMS mainframe
- Miscellaneous Files to the SAMS mainframe

Caution

Users with other than the standard HUD configuration should contact the SAMS Help Desk for software-specific upload/download instructions.

FEDWIRE Transfer

Follow these steps to transfer (upload) FEDWIRE data to the SAMS mainframe:

- Step 1** Logon to SAMS (Refer to **Section 1.3 – Using SAMS in Chapter 1 – Introduction to SAMS** for detailed instructions).
- Step 2:** On the SAMS Main Menu (LMNM) screen hold down the <CTRL> key and press the <HOME> key.
- Step 3:** The screen clears.

FEDWIRE Transfer (continued)

Step 4: From the Extra! D – Session TSO/3270 menu bar, illustrated in Figure 11-16, select the <**FILE SEND**> icon.



Figure 11-14 Extra! D - Session TSO/3270 Menu Bar

Step 5: On the Transfer Send screen, enter the FEDWIRE file name and path in the PC File field. (e.g., C:\FEDWIRE.txt)

Step 6: In the Host File field enter *FEDWIRE*.

Step 7: Press the <**SEND**> button to process the transfer.

Step 8: Hold down the <**CTRL**> key and press the <**HOME**> key to clear the screen.

Step 9: Enter *AMMN* in the upper left corner of the screen and press the <**ENTER**> key to return to the SAMS Main Menu (LMNM) screen.

Step 10: This completes the transfer process.

Miscellaneous File Transfers Using Attachmate Extra! TSO

Follow these steps to transfer (upload) FEDWIRE data to the SAMS mainframe:

Step 1: Determine the file to be uploaded.

Step 2: Logon to SAMS (Refer to **Section 1.3 – Using SAMS in Chapter 1 – Introduction to SAMS** for detailed instructions).

Step 3: On the SAMS Main Menu (LMNM) use the <**TAB**> key to move to the Sel field to the left of the *Upload Download Selection Screen* option.

Step 4: Enter an *X* in the Sel field and press the <**ENTER**> key.

Step 5: On the Upload Download Selection Screen (LMUP), use the <**TAB**> key to move to the *Upload/Download Datasets* option.

Step 6: Enter an *X* in the Sel field and press the <**ENTER**> key.

Step 7: On the Upload Download Process Screen (AUDL), hold down the <**CTRL**> key and press the <**HOME**> key to clear the screen.

Step 8: Activate the <**FILE SEND**> icon from the toolbar at the top of the screen.

Step 9: On the Transfer Send screen, enter the path and file name (e.g., C:\FEDWIRE.txt) in the PC File field.

Step 10: Enter the name of the host file (e.g., FEDWIRE) in the Host File field.

Step 11: Press the <**SEND**> button.

11.5 - SAMS Upload/Download (continued)

Miscellaneous File Transfers Using Attachmate Extra! TSO (continued)

Step 12: Hold down the <CTRL> key and press the <HOME> key to clear the screen.

Step 13: Either:

- Enter *AMMN* in the upper left corner of the screen and press the <ENTER> key to return to the SAMS Main Menu screen.
- Press the <F5> key as instructed on the screen and then press the <ENTER> key to return to the SAMS Main Menu (LMNM) screen

Task 2: Download Data to PC/Workstation from SAMS Mainframe

Step-by-step instructions, based on the standard HUD PC/workstation configuration, are provided in this section for transferring a NOMAD report to a PC/workstation.

Caution

Users with other than the standard HUD configuration should contact the SAMS Help Desk for software-specific upload/download instructions.

NOMAD Report Transfer

Follow these steps to download a NOMAD report residing in SAMS (e.g., Title Evidence, MSA Report, Step 9/10 Report, Disbursement) to the PC/workstation. After the report is downloaded, it can be edited and printed using a word processor such as Microsoft Word.

Step 1: Logon to SAMS (Refer to **Section 1.3 – Using SAMS in Chapter 1 – Introduction to SAMS** for detailed instructions).

Step 2: Generate the report to be downloaded using the desired selection criteria (Refer to **Section 11.3 – Run a SAMS Report** in this chapter for detailed instructions on generating a report).

Step 3: On the Report Routing Options window, select *F* (File) as the destination for the report.

Note

NOMAD reports for downloaded are limited to 32,767 records. Attempts to download a report of more than 32,767 records will fail. Use the *Browse* option in the NOMAD reporting shell to view the file size on the Browse screen prior to attempting a download. After browsing the file, the report must be generated again, selecting *F* (File) as the output destination.

***NOMAD Report
Transfer
(continued)***

- Step 4:** On the SAMS Main Menu (LMNM) use the <TAB> key to move to the Sel field to the left of the *Upload Download Selection Screen* option.
- Step 5:** Enter an *X* in the Sel field and press the <ENTER> key.
- Step 6:** On the Upload Download Selection Screen (LMUP), use the <TAB> key to move to the *Download NOMAD Reports* option.
- Step 7:** Enter an *X* in the Sel field and press the <ENTER> key.
- Step 8:** The Upload Download Info Screen (UPLD) displays the instructions for downloading a NOMAD file or uploading FEDWIRE data. .
- Step 9:** Hold down the <CTRL> key and press the <HOME> key to clear the Upload Download Info Screen (UPLD).
- Step 10:** Activate the <FILE RECEIVE> icon from the toolbar at the top of the screen.
- Step 11:** On the Transfer Receive screen, in the PC File field enter the path and file name (e.g., C:\CASELIST.RPT of the report to be downloaded.
- Step 12:** In the Host File field enter the name for the downloaded file.
- Step 13:** Press the <SEND> button.
- Step 14:** Hold down the <CTRL> key and press the <HOME> key to clear the screen.
- Step 15:** Either:
- Enter *AMMN* in the upper left corner of the screen and press the <ENTER> key to return to the SAMS Main Menu screen.
 - Press the <F5> key as instructed on the screen and then press the <ENTER> key to return to the SAMS Main Menu (LMNM) screen

***Task 3:
Download Data
from M&M
Server to
PC/Workstation***

The M&M Server contains some basic SAMS data reports which are run daily and made available to SAMS users. (Refer to **Chapter 1 – Introduction to SAMS** for additional information regarding the M&M Server.) . Each day, active inventory information in SAMS is extracted and loaded on to the M&M Server. The data is then reorganized and sorted by HOC Area, and used to generate current reports. These reports are available to SAMS users who can access the server using the FTP software. The following are required for downloading files from the M&M Server:

- A valid logon ID
- A valid password for the user's office

Note

The M&M Server point-of-contact in the user's office controls access to the files on the server and can provide valid logon information to the user.

11.5 - SAMS Upload/Download (continued)

Task 3:
Download Data
from M&M
Server to
PC/Workstation
(continued)

Several reports are generated on a regular basis:

- **Inventory Status** is generated daily and contains the complete HOC Area inventory, including closed cases.
- **Case List** is generated daily and contains case detail regarding the timeline of appraisals and listings.
- **Weekly Brokers** is generated weekly and contains a listing of active selling broker NAIDs.
- **Selling Brokers** is generated daily and contains a listing of active selling broker NAIDs.

Follow these steps to download the daily reports from the M&M Server using the FTP software application available on the PC desktop:

Step 1: From the <START> button on the PC Task Bar, illustrated in Figure 11-15, select <PROGRAMS> and then <OFFICE> from the submenus displayed.

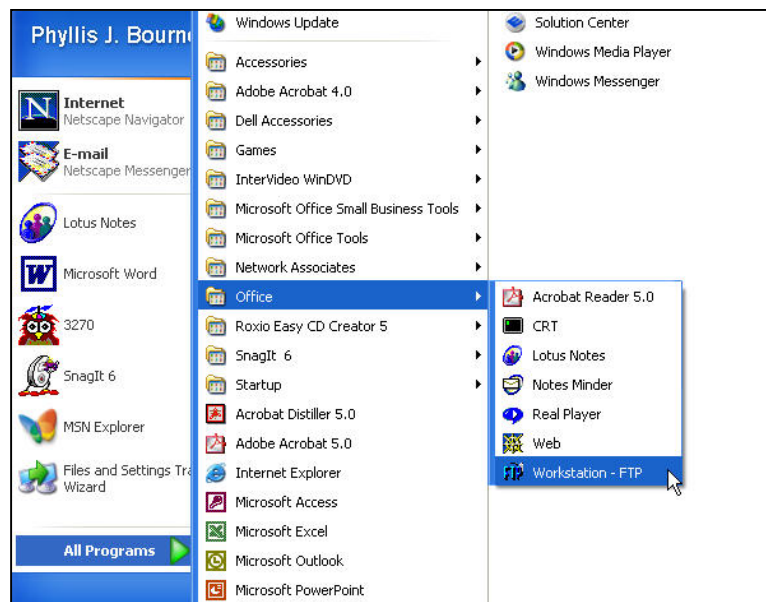


Figure 11-15 PC Desktop <START> Menu Options

Step 2: Select <WORKSTATION-FTP> from the Office submenu.

Step 4: The Main FTP window displays with the Session Properties window overlay.

*Task 3:
Download Data
from M&M
Server to
PC/Workstation
(continued)*

Step 5: On the Session Properties window, enter the appropriate information in the following fields (Refer to **Table 11-22 Session Properties Procedure Table** for details):

- Profile Name
- Host Name/Address
- Host Type
- User ID
- Password

Step 6: To save the password information for the next FTP session, click on the Save Pwd field to enter a check mark.

Step 7: Click on the <OK> button.

Step 8: The system displays several connection messages across the bottom of the window.

Step 9: A successful transfer message displays when the transfer is complete.

Step 10: The FTP WS_FTP LE screen displays two file lists:

- Files on the **M&M server** display on the **RIGHT** side of the screen
- Files on the **user's PC** display on the **LEFT** side of the screen

Note

Be VERY careful in selecting files to copy. Always copy **FROM** the M&M Server (right side of the screen) **TO** the PC (left side of the screen) and use the <**COPY TO PC**> button. Selecting the <**COPY TO SERVER**> button will overlay the current file with a previous file.

Step 11: Move the cursor to the name of the desired file on the **RIGHT** side of the screen.

Step 12: Click the <**COPY TO PC**> button to copy the file from the M&M Server to the user PC.

Step 13: After the file is copied, click the <**EXIT**> button in the lower right corner of the screen to close the FTP session.

Step 14: Open the file on the PC using MS Excel and re-sort or reformat the information as desired.

Upload Processing Screens

This section provides detailed information on the screens accessed to upload data from the PC to the SAMS mainframe. The Upload data screens illustrated and described in this section are:

- Extra D – Session TSO/3270
- Transfer Send Screen
- Upload Download Process Screen AUDL
- Download Info Screen Query UPLD
- Transfer Receive Screen
- Session Properties Window
- FTP WS_FTP LE window

Menu Screens

The upload/download processing screens are accessed from the SAMS Main Menu (LMNM) screen, illustrated in Figure 11-16

SCREEN: LMNM		SAMS MAIN MENU	12/16/02 10:57:47 EST
TYPE (X) TO SELECT	SCREEN TITLE		
L _	DATA ENTRY		
L _	REPORTS RETRIEVAL		
L _	DATA BASE SEARCH		
L _	BULLETIN BOARD		
Q _	SIGN ON/OFF		
L _	UPLOAD DOWNLOAD SELECTION SCREEN		
PF 2=SWITCH 5=MAIN MENU 12=LOGOFF			

Figure 11-16 SAMS Main Menu (LMNM) Screen

Screen Options

. To access the upload processing screens:

- Logon to SAMS (Refer to **Section 1.3 – Using SAMS in Chapter 1 – Introduction to SAMS** for detailed instructions to logon to SAMS).
- On the SAMS Main Menu (LMNM) use the <TAB> key to move to the Sel field to the left of the *Upload Download Selection Screen* option.
- Enter an X in the Sel field.
- Press the <ENTER> key.
- The Upload Download Selection Screen (LMUP) displays.

11.5 - SAMS Upload/Download (continued)

Upload Download Selection Screen (LMUP) Menu

The Upload Download Selection Screen (LMUP) menu, illustrated in Figure 11-17, is accessed from the SAMS Main Menu (LMNM) screen. The Upload Download Selection Screen (LMUP) menu allows access to the:

- *Download NOMAD reports* option
- *Upload/Download Datasets* option

The screenshot shows a terminal window with the following text:

```

                                S A M S
SCREEN: LMUP_          UPLOAD DOWNLOAD SELECTION SCREEN          12/16/02
                                                                10:58:43 EST

                                OPTIONS

TYPE (X) TO SELECT

  Q _          DOWNLOAD NOMAD REPORTS
  X _          UPLOAD/DOWNLOAD DATASETS

PF 5=MAIN MENU
```

Figure 11-17 Upload Download Selection Screen (LMUP) Menu

Screen Options

From the Upload Download Selection Screen (LMUP) menu:

- To **download a NOMAD report**, enter an *X* in the Q (selection) field to the left of the Download NOMAD Reports option and press the <ENTER> key.
- To **upload a data file** (e.g., FEDWIRE), enter an *X* in the X field to the left of the left of the *Upload/Download Datasets* option on the Upload Download Selection Screen (LMUP) menu and press the <ENTER> key.
- To **download a data file** (e.g., SAMS report, ASCII delimited, flat file), enter an *X* in the X field to the left of the left of the *Upload/Download Datasets* option on the Upload Download Selection Screen (LMUP) menu and press the <ENTER> key.
- To **return** to the SAMS Main Menu screen, press the <F5> key.

Extra! D – Session TSO Screen

From the Extra! D – Session TSO screen, illustrated in Figure 11-18, the user can:

- Upload (send) a file from the PC to the SAMS mainframe
- Download (receive) a file from the SAMS mainframe to the PC/workstation

Before You Begin

Gather this information prior to using the Extra! D – Session TSO screen:

- The name of the file to be uploaded or downloaded
- The location of the file to be uploaded or downloaded

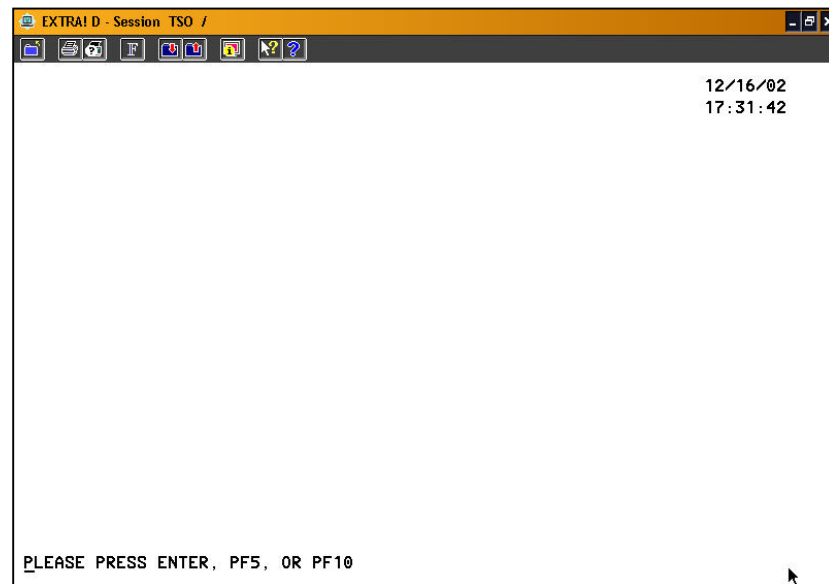


Figure 11-18 Extra! D - Session TSO Screen

Screen Options

On the Extra! D – Session TSO screen:

- To **upload** (send) a file, move the cursor to the <**FILE SEND**> icon and click the mouse button
- To **download** (receive) a file, move the cursor to the <**FILE RECEIVE**> icon and click the mouse button

11.5 - SAMS Upload/Download (continued)

Procedure Table No field displays on the Extra! D – Session TSO screen. Follow the instructions in Table 11-17 Extra! D - Session TSO Procedure Table to send or receive a file.

Table 11-17 Extra! D - Session TSO Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
None		
Either move the cursor to: <ul style="list-style-type: none">the <SEND FILE> button and click the mousethe <RECEIVE FILE> button and click the mouse <i>Result: The system displays the:</i> <ul style="list-style-type: none">Transfer Send Window (described under Transfer Send Window) if the <SEND FILE> button is activatedTransfer Receive Window (described under Transfer Receive Screen) if the <RECEIVE FILE> button is activated		



Transfer Send Window

The Transfer Send window, illustrated in Figure 11-19, allows the user to define the file send and file receive locations.

Before You Begin

Gather this information prior to using the Transfer Send screen:

- The name of the file to be uploaded (sent)
- The path for the present location of the file being uploaded
- The path for the new location of the file
- The name of the file to which the data will be uploaded

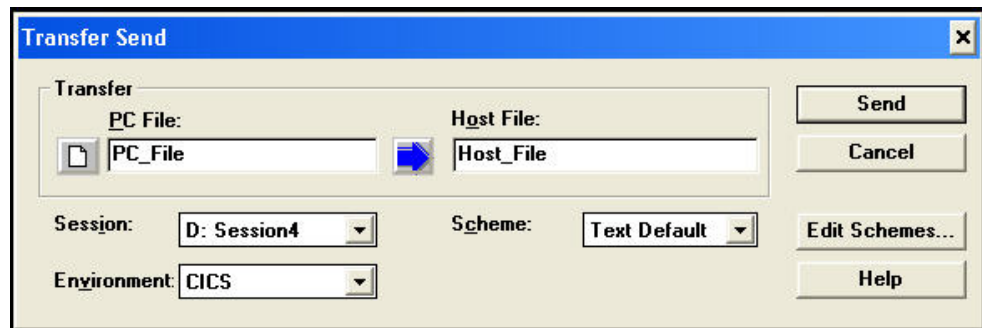


Figure 11-19 Transfer Send Window

Screen Options

On the Transfer Send screen:

- To **upload** (send) a file, complete the requested information, move the cursor to the <**SEND**> button, and click the mouse button
- To **cancel** the file submission, move the cursor to the <**CANCEL**> button and click the mouse button

11.5 - SAMS Upload/Download (continued)

Procedure Table Follow the instructions on Table 11-18 Transfer Send Window to define the information for the file to send (upload) or receive (download).

Table 11-18 Transfer Send Window

DATA FIELD	VALID ENTRIES	DESCRIPTION
PC File	N/A	[REQUIRED] Enter the full path and file name for the file being uploaded (sent) or click on the <BROWSE> button to select the file from the list displayed.
Host File	N/A	[REQUIRED] Enter the name of the file being created.
Session	N/A	System-generated; Default is the session associated with the user log on ID. To <i>modify</i> the entry in this field, make a selection from the drop-down box on the field.
Scheme	N/A	System-generated.; Default is <i>Text Default</i> . To <i>modify</i> the entry in this field, make a selection from the drop-down box on the field.
Environment	N/A	System-generated; Default is <i>CICS</i> . To <i>modify</i> the entry in this field, make a selection from the drop-down box on the field.
Enter the requested information, move the cursor to the <SEND> button and click the mouse button.		
Result: <i>The system processes the transfer.</i>		

Upload Download Process Screen (AUDL) Data Screen

Before You Begin

The Upload/Download Process Screen (AUDL) data screen, illustrated in Figure 11-20, allows authorized users:

- To specify a file for upload from the user's PC to the SAMS Mainframe
- To specify a file for download from the SAMS Mainframe to the user's PC

Gather the following information before accessing the Upload Download Process (AUDL) screen:

- Type of transfer desired (upload, download)
- File format to be transferred (e.g., NOMAD report, dataset)
- File name

S A M S		12/16/02
SCREEN: AUDL	UPLOAD/DOWNLOAD PROCESS SCREEN	11:04:59 EST
OPTION: — 1 = UPLOAD		
2 = DOWNLOAD		
DATASET NAME:		
VERSION OF DATASET:		
ENTER A NUMBER I.E. 0 = THE MOST RECENTLY CREATED DATASET		
1 = THE DATASET CREATED BEFORE THE 0 VERSION		
BLANK = THERE WILL BE ONLY ONE VERSION		
OF THE DATASET		
LENGTH OF RECORD:		
NUMBER OF RECORDS: (THIS IS ONLY FOR UPLOAD)		
QLIST REPORT: ENTER AN X IF THIS IS A QLIST REPORT		
PF5 = MAIN MENU 10 = SUBMIT THE JOB		

Figure 11-20 Upload/Download Process Screen (AUDL) Data Screen

11.5 - SAMS Upload/Download (continued)

Screen Options On the Upload/Download Process (AUDL) screen:

- To **upload FEDWIRE** data, hold down the <CTRL> key and press the <HOME> key and access the Transfer Send window
- To **download NOMAD** reports, hold down the <CTRL> key and press the <HOME> key and access the Transfer Receive window.
- To **upload datasets**, enter a 1 in the Option field and specify the particulars for the dataset to be uploaded.
- To **download QList** reports, enter a 2 in the Option field and specify the particulars for the report to be downloaded.

Procedure Table Follow the instructions on Table 11-19 Upload/Download Process Screen (AUDL) Procedure Table to access the Transfer Send screen.

Table 11-19 Upload/Download Process Screen (AUDL) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Option	1 numeric character 1=Upload 2=Download	[REQUIRED] Enter: <ul style="list-style-type: none">• 1 in this field to indicate that this is an upload to the SAMS mainframe• 2 in this field to indicate that this is a download from the SAMS mainframe to the PC
Dataset Name		[REQUIRED] For dataset transfers, enter the path and full name of the dataset.
Version of Dataset	1 numeric character 0=most recent dataset 1=dataset prior to 0	Enter the version number for the dataset. If there is only one dataset, this field may be left blank.
Length of Record		Enter the length of the record.
Number of Records		For uploads only , enter the number of records in the file.
QList Report	1 alphanumeric character X	Enter an X in this field for QList report transfers.
Enter the required information and press the <F10> key to submit the job.		
Result: The system transfers the requested data or displays an error message.		

Upload Download Info Screen Query (UPLD) Query Screen

*Before You
Begin*

The Upload Download Info Screen Query (UPLD), illustrated in Figure 11-21, provides instructions for uploading and downloading SAMS files.

Gather the following information before accessing the Upload Download Info (QUPLD) query screen:

- Type of transfer desired (upload, download)
- File format to be transferred (e.g., NOMAD report, dataset)
- The File name and path

S A M S		12/16/02
SCREEN: QUPLD_	UPLOAD DOWNLOAD INFO SCREEN QUERY	14:49:35 EST
PRINT THIS SCREEN, NOW. FOLLOW PRINTED INSTRUCTIONS.		
FOR NOMAD DOWNLOADS FOLLOW THESE STEPS:		
STEP 1: SUCCESSFUL COMPLETION OF A NOMAD REPORT FILE REQUIRED; USE NOMAD BROWSER FACILITY TO VERIFY		
STEP 2: CLEAR SCREEN (CTL-HOME ON PC); CLICK ON "FILE RECEIVE" ICON		
STEP 3: IN THE "PC FILE:" BOX, ENTER THE PATH AND FILE NAME WITH EXTENSION OF THE FILE TO BE SENT TO THE PC (EXAMPLE: C:\CASELIST.RPT)		
STEP 4: IN THE "HOST FILE:" BOX, ENTER THE REPORT NAME TO BE DOWNLOADED; CLICK ON THE "RECEIVE" ICON		
FEDWIRE UPLOADS ARE INITIATED BY PERFORMING THE FOLLOWING STEPS:		
STEP 1: CLEAR SCREEN (CTL-HOME ON PC); CLICK ON "FILE SEND" ICON		
STEP 2: IN THE "PC FILE:" BOX, ENTER THE PATH AND FEDWIRE FILE NAME (EXAMPLE: C:\FEDWIRE.TXT)		
STEP 3: IN THE "HOST FILE:" BOX, ENTER "FEDWIRE"; CLICK ON "SEND" TO RETURN TO THE MAIN MENU, PRESS THE CLEAR SCREEN KEY (CTL-HOME) AND ENTER 'AMMN' IN THE UPPER LEFT CORNER OF THE SCREEN AND PRESS ENTER. SEE SAMS USER GUIDE FOR A MORE DETAILED DESCRIPTION.		
PF 1=HELP 4=PREV MENU		EXTRA! D - Session TSO /

Figure 11-21 Upload Download Info Screen Query (QUPLD) Screen

11.5 - SAMS Upload/Download (continued)

Procedure Table Follow the instructions on Table 11-20 Upload Download Info Procedure Table to

- Download a NOMAD
- Upload a data file

Table 11-20 Upload Download Info Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Screen	5 alphanumeric characters	Enter <i>AMMN</i> and press the <ENTER> key to return to the SAMS Main Menu (LMNM).
Hold down the <CTRL> key and press the <HOME> key.		
Result: <i>The screen clears to allow access to the File Transfer screen.</i>		

Transfer Receive Screen

Before You Begin

The Transfer Receive Screen, illustrated in Figure 11-22, allows users to specify the information for the file to be sent (uploaded) to the SAMS Mainframe.

Gather the following information before using the Transfer Receive screen:

- Name and path of the file to be sent to the PC
- File path and name of the file on the mainframe

Figure 11-22 Transfer Receive Screen

Screen Options On the Transfer Receive screen:

- To
-

Procedure Table Follow the instructions in the Table 11-21 Transfer Receive Procedure Table

Table 11-21 Transfer Receive Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
PC File		[REQUIRED] Enter the full path and file name for the file to be sent to the PC, or click on the <BROWSE> button to select the file from the list displayed.
Host File		[REQUIRED] Enter the name of the file being sent.
Session	N/A	System-generated; Default is the session associated with the user logon ID. To <i>modify</i> the entry in this field, make a selection from the drop-down box on the field.
Scheme	N/A	System-generated; Default is <i>Text Default</i> . To <i>modify</i> the entry in this field, make a selection from the drop-down box on the field.

Table 11-21 Transfer Receive Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Environment	N/A	System-generate; Default is <i>CICS</i> .
		To <i>modify</i> the entry in this field, make a selection from the drop-down box on the field.
Enter the required information and press the <F10> key to submit the job.		
Result: The system transfers the requested data or displays an error message.		

Session Properties Window

Before You Begin

The Session Properties window, illustrated in Figure 11-23, allows authorized users to define the file properties for transferring files from the M&M Server to the user's PC.

Gather this information before using the Session Properties window:

- Profile Name
- Host Name/Address
- Host Type
- User ID
- Password

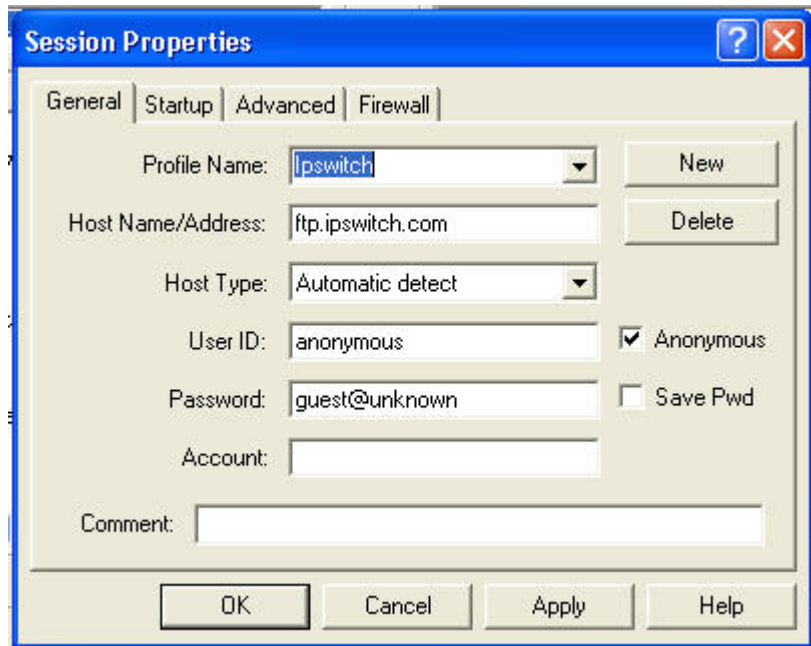


Figure 11-23 Session Properties Window

Screen Options On the Session Properties window:

- To transfer information from the M&M Server to the user PC

11.5 - SAMS Upload/Download (continued)

Procedure Table Follow the instructions in the Table 11-22 Session Properties Procedure Table to transfer one or more files from the M&M server to the user PC.

Table 11-22 Session Properties Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Profile Name		[REQUIRED] Enter the profile name or activate the drop-down box on the field and select a profile from those displayed.
Host Name/.Address		[REQUIRED] Enter the full path for the host name.
Host Type		[REQUIRED] Enter the host type or activate the drop-down box on the field and select a host type from those displayed.
User ID		[REQUIRED] Enter the unique identifier associated with the user accessing the transfer.
Password		[REQUIRED] Enter the password associated with the entry in the <u>User ID</u> field.
Account		Enter the account.
Comment		Enter a comment, if desired.
Anonymous	1 character √ = selected (empty) = not selected	Move the mouse cursor to the field and click the mouse button to toggle the checkmark in this field off and on.
Save Pwd	1 character √ = selected (empty) = not selected	Move the mouse cursor to the field and click the mouse button to toggle the checkmark in this field off and on.
Enter the required information and activate the <OK> button.		
Result: The system displays a successful transfer or error message. Once the transfer completes successfully, the FTP WS FTP LE screen displays.		

FTP WS_FTP LE Window

The FTP WS_FTP window, illustrated in Figure 11-24, allows the user to select a file from the M&M server or move a file to the M&M server.

Before You Begin

Gather the following information before using the FTP WS_FTP LE window:

- The name of the file on the M&M server to be transferred
- The name to be used for the file on the user PC

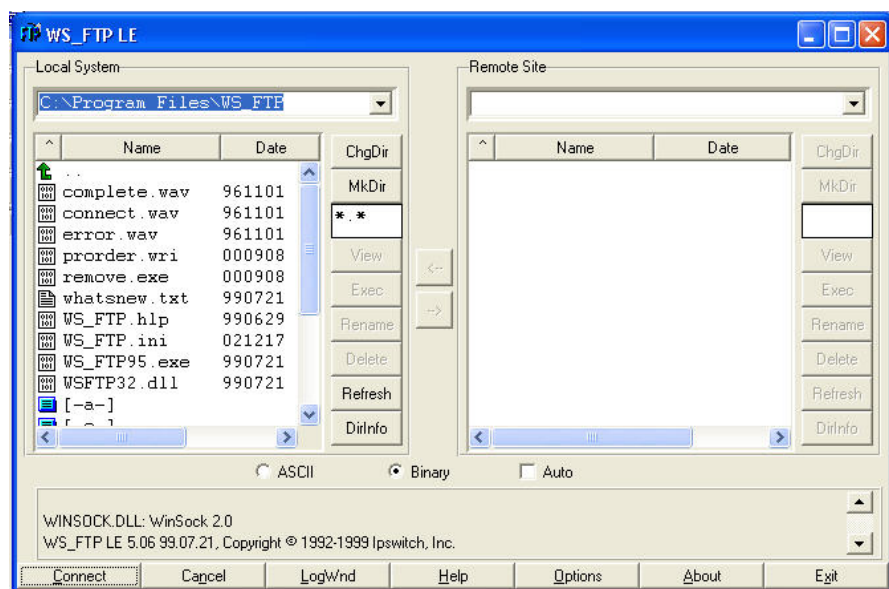


Figure 11-24 FTP WS_FTP LE Window

Screen Options

On the FTP WS_FTP LE window:

- To select a file from the M&M server
- To move a file from the M&M server to the user PC

11.5 - SAMS Upload/Download (continued)

Procedure Table Follow the instructions in the Table 11-23 FTP WS_FTP LE Procedure Table to

Table 11-23 FTP WS_FTP LE Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Local System		
Local System	N/A	System-generated; Default is the full path and file name on the user PC for the last file accessed.
		To modify the entry in this field, type the desired path and file name or activate the drop-down box on the field and select an entry from the list displayed.
Name		System-generated; list of files in the directory listed in the <u>Local System</u> field. Use the scroll bar on the right of the <u>Date</u> field to move through the list of files displayed.
Date		System-generated; Displays the last date the file indicated in the <u>Name</u> field was updated.
Remote Site		
Remote Site		Type the desired path and file name or activate the drop-down box on the field and select an entry from the list of M&M server files displayed.
Name		System-generated; list of files in the directory listed in the <u>Remote System</u> field. Use the scroll bar on the right of the <u>Date</u> field to move through the list of files displayed.
		Move the cursor to the desired file name and click the left-arrow <←> button to move the file from the M&M server to the user PC.
Date		System-generated; Displays the last date the file indicated in the <u>Name</u> field was updated.
ASCII		Selecting this field indicates that the file is in ASCII format.
Binary		Selecting this field indicates that the file is in binary format.
Auto		Selecting this field indicates that the file format is automatically assigned.
(Transfer Status)		The entry in this field indicates the status of the file transfer.
Select the M&M server file to be transferred (right-hand side of the screen) and activate the <Connect> button to begin the file transfer.		
Result: The system processes the file transfer and displays the status of the transfer in the (Transfer Status) field.		

11.6 Collection Application Group Report Detail

Overview

Users access the Collection Application Group reports to verify deposits, reapply cash deposits by cash number, review unapplied lockbox and wire deposit entries, to match sales proceeds, and review Lost and Found items. Collection reports like the Unapplied Cash by FHA Case (CLUCSD01) include the allocation of funds to specific accounts and are available to reflect changes or adjustments to specific Post Codes.

- Field Offices have access to Collections reports for cases within their jurisdiction only, with the exception of the unidentified receipts report such as Unapplied Cash by FHA Case (CLUCSD01) or Unmatched Sales Proceeds by Case (CLURSD01). The Unidentified Receipts report reflects receipts applied to a *lost and found* case number (i.e., 999-99999). Field Offices have the capability to extract reports from the lockbox table by Case Number and Collection Type. The collection data is included in the Summary of Cash Transaction reports.
- Headquarters users have the capability to extract reports on the lockbox table by Case Number and Collection Type. The collection data is included in the Summary of Cash Transaction reports.

Reporting Options

Authorized users can:

- Select a report, following the instructions provided in **Section 11.3 - Run a SAMS Report**.
- Define the range of information to be included on the report, following the instructions provided in **Section 11.2 - Reporting Shell Features**
- Print the report following the instructions in **Section 11.3 - Run a SAMS Report**
- View the information online as described in **Section 11.4 - Use the Report Browser**
- Transfer the information to another program or system using the instructions provided in **Section 11.5 - SAMS Upload/Download**.

Version Options

There are two versions of most Collection Application Group reports:

- The CLFO (field office) version generally compiles information from a selected area of the database (such as all records assigned to one HOC)
- The CLNA (national) version generally compiles information from the entire database

The reports print either detail or summary information:

- Detail reports (CLXXXD0#) present specific information for one or more individual records.
- Summary reports (CLXXXS0#) present general information, record counts, roll-ups, or similar condensations for a range of records

11.6 - Collection Application Group Report Detail (continued)

Note

The reports an individual can generate depend upon the authorizations associated with the User ID. If the user requests a report that is not authorized based on the user's job function, the following message displays: *Report ID not found*. To determine if another version of the report is available to the user, press the <F2> to display a list of reports available to the user and look for a different version (e.g., Field Office) of the report to generate.

Standard Collection Application Group Reports

Table 11-24 Collection Application Group Reports, lists the standard reports in the Collection Application group.

The most commonly used Collections Application Group report is *Unmatched Sales Proceeds by Case (CLUMSD01)*. This report is described in detail under the **Unmatched Sales Proceeds by Case (CLUMSD01)** heading.

Table 11-24 Collection Application Group Reports

REPORT TITLE	REPORT ID	VERSION
Cash Receipts Register	CLCRCD01	National
Cash Transmittal Summary	CLCTHS01	National
Cash Transmittal Check Detail	CLCTSD03	Field Office
Form 1100 Cash Transmittal	CLCTSD01	Field
Lockbox Posting by Lockbox Id	CLLPD01	Field Office
Lockbox Posting by Lockbox Id	CLLPCD01	National
Lockbox Posting by Sched Date	CLLPCS01	National
Unapplied Cash - National Mega	CLUCND01	National
Unapplied Cash by Age	CLUCHD06	National
Unapplied Cash by Cash Age	CLUCSD06	Field Office
Unapplied Cash by FHA Case	CLUCSD01	Field Office
Unapplied Cash by FHA Case	CLUCHD01	National
Unmtchd Sales Proceeds by Case	CLUMSD01	Field Office
Unmatched Sales Proceeds	CLUMSD02	
Unmtchd Sales Proceeds by Case	CLUMHD01	National
Wire Posting by Tr Sch-Consldt	CLWPCD01	National
Wire Posting by TrDate-Con Sum	CLWPCS03	National
Wire Posting by Treas Sched	CLWPSD01	Field Office
Wire Posting by Treas Sched	CLWPSD02	
Wires Ready to Post	CLWEHD01	National
Wires Ready To Post	CLWECD01	National

11.6 - Collection Application Group Report Detail (continued)

Unmatched Sales Proceeds by Case (CLUMSD01)

The purpose of the *Unmatched Sales Proceeds by Case (CLUMSD01)* report is to display all unmatched lockbox deposits posted to post code EM. HUD Headquarters and M&M (Field Office) staff use this report to match sales proceeds.

Before You Begin

Gather this information before using the Unmatched Sales Proceeds by Case (CLUMSD01) report:

- The date the collection is (was) received

Selection Criteria

The fields available for entering selection criteria for the *Unmatched Sales Proceeds by Case (CLUMSD01)* report are:

- Collection Date [**REQUIRED**]
- Accounting Event
- Case HUD Office
- Case Number

Report Contents

The *Unmatched Sales Proceeds by Case (CLUMSD01)* report displays the following detailed information for each record selected:

- Field Office
 - Case
 - SOA
 - Address
 - Step
 - Step Date
 - Deposit Date
 - Treasury Schedule
 - Deposit Type
 - Days Since Deposit
 - Journal Entry ID
 - Amount
 - Total Cases/Amount for Report
-

11.7 Case Management Application Group Report Detail

Overview

Reports in the Case Management application groups (i.e., CMNA and CMFO) provide detailed or summary information regarding properties in the HUD inventory. Authorized users access the reports to monitor the timely movement of single family properties through the Case Management ten-step process and track:

- The receipt of Title Evidence
- Title Evidence reviews
- Lead-Based Paint (LBP) results
- Preservation and protection expenses
- Management goals
- Advertising expense

Reporting Options

Authorized users can:

- Select a report, following the instructions provided in **Section 11.3 – Run a SAMS Report.**
- Define the range of information to be included on the report, following the instructions provided in **Section 11.2 – Reporting Shell Features.**
- Print the report following the instructions provided in **Section 11.3 – Run a SAMS Report.**
- View the information online as described in **Section 11.4 – Use the Report Browser.**
- Transfer the information to another program or system using the instructions provided in **Section 11.5 – SAMS Upload/Download.**

Version Options

There are two versions of most Collection Application Group reports:

- The CMFO (field office) version generally compiles information from a selected area of the database (such as all records assigned to one HOC)
- The CMNA (national) version generally compiles information from the entire database

The reports print either detail or summary information:

- Detail reports (CMXXXD0#) present specific information for one or more individual records.
- Summary reports (CMXXXS0#) present general information, record counts, roll-ups, or similar condensations for a range of records

Note

The reports an individual can generate depend upon the authorizations associated with the User ID. If the user requests a report that is not authorized based on the user's job function, the following message displays: *Report ID not found*. To determine if another version of the report is available to the user, press the <F2> to display a list of reports available to the user and look for a different version (e.g., Field Office) of the report to generate.

Standard Case Management Application Group Reports

Table 11-25 Case Management Application Group Reports, lists the reports by title and indicates the version (CMFO-field office or CMNA-national) and unique report identifier that can be used to select the report.

The most commonly used Case Management Application Group reports described in detail in the following pages are:

- *Acquisition and Aging Detail* (CMAASD01)
- *Case Assignment by PM Contract* (CMCASD01)
- *Closed Cases* (CMCCSD01)
- *Cases Exceeding Time* (CMEPSD01)
- *Cases Exceeding Time Current Step* (CMEPSS01)
- *Closing Agent Inventory* (CMCLSD01)
- *Delayed Sales Closing* (CMDCCSD01)
- *Disposition Program and History* (CMC3SD01)
- *HUD-1* (CMH1SD01)
- *Inventory by Current Step – Detail* (CMICSD01)
- *Inventory by Case Number* (CMILSD01)
- *MEAP* (MEAPSS00)
- *Property Expense History* (CMHISD01)
- *Management and Marketing Billing Transmittal* (PMTRSD01)
- *Step Movements History* (CMSTSD01)
- *Step Zero Cases Detail Report* (CMSZSD01)
- *Summary Reconciled Cases by Step 10 Date* (CMSMSD01)
- *Title Evidence Overdue* (CMTESD01)
- *Unreconciled Sales Closings* (CMURSD01)

11.7 - Case Management Application Group Report Detail (continued)

Table 11-25 Case Management Application Group Reports

DESCRIPTION	REPORT ID	VERSION
Acquisition and Aging -Detail	CMAAHD01	National
Acquisition and Aging -Detail	CMAASD01	Field Office
Acquisition and Aging -Summary	CMAAHS01	National
Acquisition and Aging -Summary	CMAASS01	Field Office
Auction List by Date	CMAUSD02	Field Office
Auction List by Group	CMAUSD01	Field Office
Bids Received Log	CMBRSD01	Field Office
Bids Received Log Summary	CMBRSS01	Field Office
Case Assignment by PM Contract	CMCASD01	Field Office
Case Assignment Report	CMCAHD01	National
Case List Report	CMCSD01	National
Case List Report	CMCSSD01	Field Office
Case List Report - Short Frmt	CMCSD02	National
Case List Report - Short Frmt	CMCSSD02	Field Office
Cases Available for Dollar Pgm	CMDOHD01	National
Cases Available for Dollar Pgm	CMDOSD01	Field Office
Cases Exceeding Time Curr Step	CMEPHD01	National
Cases Exceeding Time Curr Step	CMEPHS01	National
Cases Exceeding Time Curr Step	CMEPSD01	Field Office
Cases Exceeding Time Curr Step	CMEPSS01	
Cases Listed but Unsold	CMUSHD01	National
Cases Listed but Unsold	CMUSSD01	Field Office
Cases Ready to List (ST)	CMRLHD01	National
Closed Cases	CMCCHD01	National
Closed Cases	CMCCSD01	Field Office
Closing Agent Inventory	CMCLHD01	National
Closing Agent Inventory	CMCLSD01	Field Office
Closing Agent Tracking	CMOFHS02	
Clsg Agent Performance-Detail	CMGSHD01	National
Clsg Agent Performance-Detail	CMGSSD01	Field Office
Clsg Agent Performance-Summary	CMGSHS01	National
Clsg Agent Performance-Summary	CMGSSS01	Field Office
Closing Agent Tracking	CMOFSS02	Field Office
Contractor Obligated Funds	CMOFHS01	National
Delayed Sales Closings	CMDCHD01	National
Delayed Sales Closings	CMDCHS01	National
Delayed Sales Closings	CMDCSD01	Field Office
Disposition Program & History	CMC3SD01	Field Office

11.7 - Case Management Application Group Report Detail (continued)

Table 11-25 Case Management Application Group Reports, continued

DESCRIPTION	REPORT ID	VERSION
FY Rec Cases by Closing Date	CMSMHD04	National
FY Rec Cases by Closing Date	CMSMSD04	Field Office
FY Rec Cases by Step 10 Date	CMSMHD03	National
FY Rec Cases by Step 10 Date	CMSMSD03	Field Office
FY Summary of Reconciled Cases	CMSMSS02	Field Office
FY Summary Reconciled Cases	CMSMHS02	National
GeoCoding Reject Report	CMRVSD01	
HOM Detail Report	CMHDS01	Field Office
HOM Summary Report	CMHDHS01	National
HUD-1	CMH1SD01	Field Office
Indemnification Letter	CMIDHD01	National
Indemnification Letter Cover Sheet	CMIDHDCS	
Inv. by Current Step - Detail	CMICH01	National
Inv. by Current Step - Detail	CMICSD01	Field Office
Inventory by Address	CMILHD01	National
Inventory by Address	CMILSD02	Field Office
Inventory by Address	CMILSD03	Field Office
Inventory by Case Number	CMILSD01	Field Office
Inventory Status	CMISHD01	National
Inventory Status	CMISSD01	Field Office
Inventory Status - By Address	CMISHD02	National
Inventory Status – by Address	CMISSD02	Field Office
LBP History Report	CMLASD01	Field Office
LBP Results Due Report	CMLRSD01	Field Office
List for Sale – By Address	CMLSSD02	Field Office
List for Sale – By Case Number	CMLSSD01	Field Office
Listed for Sale – By Address	CMLSSD03	Field Office
Management & Marketing Transmittal (Rpt)	MMTRSD02	Field Office
Management & Marketing Transmittal (Trans)	MMTRSD01	Field Office
M&M Contractor Fee Report	CMCFHD01	National
M&M One Dollar Homes Summary	CMOFCS02	
Management Summary (8 Parts)	MEMSHD00	National
Mid-Level Summary	CMURHS02	National
Monitoring Parameters by Group	CMTRSD01	Field Office
Month End Acquired Properties Summary MEAP (Field Office)	MEAPSS00	Field Office
Month End Acquired Properties Summary MEAP (National)	MEAPHS00	National
Month End Acquired Properties Summary MEAP (National – 12 Month)	MEAPHN00	National
Month End Acquired Properties Summary MEAP (National - State)	MEAPHT00	National
Month End Unreconciled Sales	CMURHD02	National
Non Profit & Govt Agency Purch	CMNPHD01	National
Non Profit & Govt Agency Purch	CMNPSD01	Field Office
Officer Next Door Summary	CMOTHS02	National
OND/TND Detail	CMOTSD01	Field Office

11.7 - Case Management Application Group Report Detail (continued)

Table 11-25 Case Management Application Group Reports, continued

DESCRIPTION	REPORT ID	VERSION
One Dollar Homes State Summary	CMODHS02	National
One Dollar Homes State Summary	COMFHS02	National
One Dollar Homes Summary	CMODHS01	National
Preliminary Offer Accept Rpt	CMPASD01	Field Office
Price Comparison	CMPCCD01	
Price Comparison Report (NAID)	CMPCSD02	Field Office
Price Comparison Report (PM)	CMPCSD01	Field Office
Price Comparison Summary	CMPCHS01	National
Price Comparison Report	CMPDSD01	
Profit And Loss	CMPLHD00	National
Profit and Loss	CMPLHD01	
Profit and Loss	CMPLSD00	Field Office
Property Expense History	CMHISD01	Field Office
Management and Marketing Billing Trans	PMTRSD02	Field Office
Management and Marketing Billing Trans	PMTRSD01	Field Office
Purchaser History by FIN	CMPHSD02	Field Office
Purchaser History by SSN	CMPHSD01	Field Office
Purchaser Summary Report	CMPHHS01	National
Revitalization Summary Report	CMRVHS01	National
Sales Analysis (8-10) by Zip	DMSAHD01	National
Sales Analysis (8-10) By Zip	DMSAHD03	National
Sales Analysis (8-10) by Zip	DMSASD01	Field Office
Sales Analysis (8-10) by Zip	DMSASD03	Field Office
Sales Analysis (8-10) Summary	DMSAHS01	National
Sales Analysis (8-10) Summary	DMSASS01	Field Office
Sales Analysis (9-10) by Zip	DMSAHD02	National
Sales Analysis (9-10) by Zip	DMSASD02	Field Office
Sales Analysis (9-10) Summary	DMSAHS02	National
Sales Analysis (9-10) Summary	DMSAHS03	National
Sales Analysis (9-10) Summary	DMSASS02	Field Office
Sales Analysis (9-10) Summary	DMSASS03	Field Office
Sales Analysis Step 10 By Zip	DMSAHD04	National
Sales Analysis Step 10 by Zip	DMSASD04	Field Office
Sales Analysis Step 10 Summary	DMSAHS04	National
Sales Analysis Step 10 Summary	DMSASS04	Field Office
Sales Incentive Detail Report	CMSISD01	
Sales Incentive Exception	CMSISD02	
Sales Incentive Summary Report	CMSIHS01	National
Sales Offer Accepted by Case	CMOASD01	Field Office
Selling Broker Recert National	CMRSHD01	National
Selling Broker Recertification	CMRSHS01	National
Selling Broker Recertification	CMRSSD01	
Step Movements History	CMSTHD01	National
Step Movements History	CMSTSD01	Field Office
Step Zero Cases Detail Report	CMSZSD01	Field Office
Step Zero Cases Detail Report	CMSZSD01	Field Office

Table 11-25 Case Management Application Group Reports, continued

DESCRIPTION	REPORT ID	VERSION
Summ Rec Cases by Closing Date	CMSMHD02	National
Summ Rec Cases by Closing Date	CMSMSD02	Field Office
Summ Rec Cases by Step 10 Date	CMSMHD01	National
Summ Rec Cases by Step 10 Date	CMSMSD01	Field Office
Summary of Processing Steps	DMCTHD01	National
Summary of Processing Steps	DMCTSD01	Field Office
Summary of Reconciled Cases	CMSMSS01	Field Office
Summary Reconciled Cases	CMSMHS01	National
Teacher Next Door Summary	CMOTHS01	National
Title Evidence Monitoring Log	DMTLSD01	Field Office
Title Evidence Overdue	CMTEHD01	National
Title Evidence Overdue	CMTESD01	Field Office
Title Evidence Overdue	DMTESD01	Field Office
Unreconciled Sales Closings	CMURHD01	National
Unreconciled Sales Closings	CMURSD01	Field Office
Unreconciled Sales Summary	CMURHS01	National
Z-Track Report - Detail	CMICH02	National
Z-Track Report - Detail	CMICSD02	Field Office

11.7 - Case Management Application Group Report Detail (continued)

Acquisition and Aging Detail Report – Field Office Version (CMAASD01)

The *Acquisition and Aging (CMAASD01)* detail report is used by HOC, Field Office (FO), and HOC area (M&M) staff to identify all cases that have been in inventory for a designated minimum length of time or for a date range that represents the **HUD 27011 Single Family Application for Insurance Benefits** form receipts dates. Refer to **Chapter 3 - Case Management** for more information about the Case Management process.

Before You Begin

Gather this information before accessing the Acquisition and Aging (CMAASD01) detail report:

- Receipt date from the **HUD 27011 Single Family Application for Insurance Benefits** form

Selection Criteria

The fields available for entering selection criteria for the *Acquisition and Aging (CMAASD01)* detail report are:

- Active Inventory
- Current Fee Status
- Date Acquired
- Days in Inventory
- Direct Sales Type
- Pay Ream Service
- Property Manager
- PM Contract Number
- Selling Broker Cert.
- State Code
- Ten Ninety Nine
- Thirty Percent
- Txn Seq #
- Work Tel #
- Zip Code

Note

No selection criteria is required to generate this report.

11.7 - Case Management Application Group Report Detail (continued)

Report Contents The *Acquisition and Aging (CMAASD01)* detail report displays the following detailed information for each record selected:

- Office (ID and name)
 - Case
 - Address
 - 27011 Date
 - Fee St (Fee Status)
 - Current Step
 - Step Date
 - SL TY (Sales Type)
 - HOM (Held Off Market)
 - # Days
 - PM Contract
 - PM Name
 - Office (ID)
 - Total (Case count by office)
 - Area (ID)
 - Total (Case count by area)
 - Total Cases
-

11.7 - Case Management Application Group Report Detail (continued)

Case Assignment by PM Contract (CMCASD01)

The Case Assignment by PM Contract (CMCASD01) report is used by HUD Headquarters and Field Office staff to:

- Display the Property Manager (PM) assigned to a case for a specified date range
- Show the new PM assignment whenever a case is transferred

Before You Begin

Gather this information before generating the Case Assignment by PM Contract (CMCASD01) report:

- PM Contract Number

Note

No selection criteria is required to run this report

Selection Criteria

The fields available for entering selection criteria for the *Case Assignment by PM Contract (CMCASD01)* report are:

- Active Inventory
- Case HUD Office
- Case Number
- Property Manager
- PM Assignment Date
- PM Contract Number
- State Code
- Zip Code

Report Contents

The *Acquisition and Aging (CMAASD01)* report displays the following detailed information for each record selected:

- Sort by
 - Entity (code and name)
 - Case
 - Address
 - 27011 Received Date
 - Date Assigned to PM
 - Current Step
 - PM Contract/Name
 - Assigned by
-

11.7 - Case Management Application Group Report Detail (continued)

Closed Cases (CMCCSD01)

The Closed Cases (CMCCSD01) report is used by HUD Headquarters and Field Office staff to:

- List all closed cases within a selected period of time
- List all closed cases within a selected period of time for a specified Property Manager (PM) and PM contracts

The report shows the sales price and the listing price specified in the disposition program, as well as various physical characteristics of the property.

Before You Begin

No specific information is need for generating the Closed Cases (CMCCSD01) report.

Selection Criteria

The fields available for entering selection criteria for the *Closed Cases (CMCCSD01)* report are:

- Active Inventory
- Case HUD Office
- Case Number
- Date Closed
- Property Manager
- PM Contract Number
- State Code
- Step 9 Date
- Zip Code

Report Contents

The Closed Cases (CMCCSD01) report displays the following detailed information for each record selected:

- Office (code and name)
- Case number
- Address
- SAC
- Date Closed
- Type
- Year Built
- Unit
- Ext FIN
- SEW
- STYS
- Basement
- Rooms
- Bedrooms
- Baths
- S GPA/C/CSD
- Heat

11.7 - Case Management Application Group Report Detail (continued)

Report Contents (continued)

- Air
 - Front Footage
 - Lot Depth Footage
 - Square Footage Acres
 - Improved Living Area
 - Type of Sale
 - MPSRPRS
-

11.7 - Case Management Application Group Report Detail (continued)

Cases Exceeding Time (CMEPSD01)

HOC, FO and HOC Area (M&M) staff use this report to list cases where the current case management step has exceeded the number of calendar days allowed for the step. The report displays cases failing any of the first 9 processing steps and compares them with the total number of properties in each step. This report can quickly identify processing pipeline bottlenecks. Refer to **Chapter 3 - Case Management** for more information about the Case Management process.

Before You Begin

Gather this information before generating the Cases Exceeding Time (CMEPSD01) report:

- Case Step Number
- Property Manager ID
- PM Contract Number

Note

No selection criteria is required to run this report.

Selection Criteria

The fields available for entering selection criteria for the *Cases Exceeding Time Curr Step (CMEPSD01)* report are:

- Case Step Number
- Property Manager
- PM Contract Number
- Realty Specialist

Report Contents

The *Cases Exceeding Time Curr Step (CMEPSD01)* report displays the following detailed information for each record selected:

- Contract
 - Case Number
 - Street Address
 - City
 - State
 - Zip Code
 - Sales Type
 - Step
 - Description
 - Date
 - Number of Days
-

11.7 - Case Management Application Group Report Detail (continued)

Cases Exceeding Time Current Step (CMEPSS01)

The Cases Exceeding Time Current Step Summary (CMEPSS01) report is used by HUD Headquarters and Field Office staff to:

- List cases where current Case Management step has exceeded the number of calendar days for the step
- List cases in step 1 through step 9

Custodial and Held-Off-Market cases are excluded from the report. This is the Hierarchy Summary Report for one or more areas.

Note

Custodial and Held-Off-Market cases are excluded from the report. This is the Hierarchy Summary Report for one or more areas.

Before You Begin

No specific information is required to generate the *Cases Exceeding Time Current Step* (CMEPPSS01) report.

Note

No selection criteria is required to run this report.

Selection Criteria

The fields available for entering selection criteria for the *Cases Exceeding Time Current Step* (CMEPSS01) summary report are:

- Case Step Number
- Property Manager
- PM Contract Number
- Realty Specialist

11.7 - Case Management Application Group Report Detail (continued)

Report Contents The *Cases Exceeding Time Current Step (CMEPSS01)* report displays the following summary information for each record selected:

- Field Office (code and name)
 - Contract
 - Total
 - Step 1
 - Step 2
 - Step 3
 - Step 4
 - Step 5
 - Step 6
 - Step 7
 - Step 8
 - Step 9
 - Track Z Total
 - Track Z Total Step 1
 - Track Z Total Step 2
 - Track Z Total Step 3
 - Track Z Total Step 4
 - Track Z Total Step 5
 - Track Z Total Step 6
 - Track Z Total Step 7
 - Track Z Total Step 8
 - Track Z Total Step 9
 - Office Total
 - Office Total Step 1
 - Office Total Step 2
 - Office Total Step 3
 - Office Total Step 4
 - Office Total Step 5
 - Office Total Step 6
 - Office Total Step 7
 - Office Total Step 8
 - Office Total Step 9
 - Total Cases
-

11.7 - Case Management Application Group Report Detail (continued)

Closing Agent Inventory (CMCLSD01)

The Closing Agent Inventory (CMCLSD01) report is used by HUD Headquarters and Field Office staff to:

- Provide a status of properties assigned to a Closing Agent

Before You Begin

No specific information is required to generate the *Closing Agent Inventory* (CMCLSD01) report.

Selection Criteria

The fields available for entering selection criteria for the *Closing Agent Inventory* (CMCLSD01) report are:

- Case HUD Office
- Case Number
- Closing Agent Contract
- Closing Agent NAID
- Contract Year

Report Contents

The *Closing Agent Inventory* (CMCLSD01) report displays the following detailed information for each record selected:

- Office (code and name)
 - Closing Agent Contract (number, year, agent name)
 - Closing Agent Phone
 - Case Number
 - Street Address
 - City
 - State
 - Zip Code
 - Step 8 Date
 - Fee Limit
 - Schedule Close
 - Extension Date
 - Days Over
 - Total Cases for Closing Agent Contract
 - Total Cases
-

11.7 - Case Management Application Group Report Detail (continued)

Delayed Sales Closing (CMDSCSD01)

HOC and HOC Area (M&M) staff use this report to:

- display information about cases which have had their sales or closing dates delayed
- monitor properties which have had closing delays
- analyze cases that have had closing delays
- determine actions for resolving sales delay problems and establishing ways to avoid similar delays in the future

Refer to **Chapter 3 - Case Management** for more information about the Case Management process.

Before You Begin

No specific information is required to generate the *Delayed Sales Closing (CMDSCSD01)* report.

Selection Criteria

The fields available for entering selection criteria for the *Delayed Sales Closings (CMDSCSD01)* report are:

- Case HUD Office
- Case Number
- Offer Accepted Date YYYY-MM-DD
- Original Closing Date YYYY-MM-DD
- State Code
- Zip Code

Report Contents

The *Delayed Sales Closings (CMDSCSD01)* report displays the following detailed information for each record selected:

- Closing Contract
 - Case
 - Purchaser/Address
 - Offer Accepted
 - Schedule Close
 - Extended Close
 - Number of Days Delayed
 - Extension Reason
 - Cases without Extension or with an Expired Extension for Contract
 - Cases with Delayed Closing 30 days and older for Contract
 - Cases without Extension or with an Expired Extension for Field Office Number
 - Cases with Delayed Closing 30 days and older for Field Office Number
 - Cases without Extension or with an Expired Extension for the report as of date specified
 - Cases with Delayed Closing 30 days and older for the Report as of the date specified
-

11.7 - Case Management Application Group Report Detail (continued)

Disposition Program and History (CMC3SD01) Report

The Disposition Program and History (CMC3SD01) report is used by HUD Headquarters and Field Office staff to:

- Display information by a case of historical and current disposition programs

Before You Begin

No specific information is required to generate the *Disposition Program and History (CMC3SD01)* report.

Selection Criteria

The fields available for entering selection criteria for the *Disposition Program & History (CMC3SD01)* report are:

- Case HUD Office
- Case Number
- Disposition Approval
- Ready for Approval

Report Contents

The *Disposition Program and History (CMC3SD01)* report displays the following detailed information for each record selected

- Field Office (code and name)
- Case
- Address
- Disposition Program Number
- Fee Status
- Held Off Market Code/Description
- Subject to Occupancy
- Revitalization Area
- List Price
- Earnest Money
- Escrow Amount
- Alternate List Price
- Accept Offers at Former Listing
- LBP Flag
- Discount %
- Sales Type
- 203K
- Special Sale Code
- Discount Amount
- Ready to List
- Year Built
- Step No. of Current Disposition Program
- Repairs MPS
- RAL Amount
- Program Repair Amount
- Previously Approved Repairs
- To be Razed

11.7 - Case Management Application Group Report Detail (continued)

Report Contents (continued)

- Defective Paint
- Flood Plain
- Historic District
- Airport Zone
- Prepared by (name and date)
- Approved by (name and date)

Disposition Program Historical information includes:

- DP Activity History
- Approval Date
- DP Number
- Sales Type
- List Price
- Escrow Amount
- Held Off Market Code/Description
- List Date
- Number of Revisions to Disposition Program

Sales Incentives

- DP Number
- Incentive Code
- Incentive Description
- Incentive Amount
- Incentive Used (Y/N)

Advertising Information includes:

- Advertising Code
 - Advertising Description
 - Records Processed for Field Office (by code and name)
-

HUD-1 (CMH1SD01)

HUD Headquarters, HOC, FO and HOC Area (M&M) staff use the HUD-1 (CMH1SD01) report to display case information from the HUD-1 for use in beginning the case reconciliation process. The case information displayed depends upon the user ID provided at login. M&Ms view cases associated with the specific HOC area while headquarters staff define the area covered. Refer to **Chapter 3 - Case Management** for more information about property reconciliation.

In addition, the HUD-1 (CMH1SD01) report is generated as part of the monthly batch process to allow the Albany Financial Operations Center to review the balances for HUD's indemnification recovery process.

Before You Begin

No specific information is required to generate the *HUD-1* (CMH1SD01) report.

Selection Criteria

The fields available for entering selection criteria for the sample *HUD-1* (CMH1SD01) report are:

- Case HUD Office
- Case Number
- Case Step Number
- Date Closed

Report Contents

The *HUD-1* (CMH1SD01) report displays the following detailed information for each record selected following the same order as the information displays on the HUD 1 Page 1 (CMH1) and HUD 1 Page 2 (CMH2) screens:

- Office (code and name)
- Case
- Address
- Date Closed
- Date Received (date HUD-1 received)
- Date Reconciled
- Contract Number
- Finance Type (and description)
- Optional Field

Gross Amount Due HUD

- 401. Contract Sales Price
- 404. Extension Fee
- 405. Rent
- 406. City/Town Taxes
- 407 County Taxes
- 408. Assessments
- 409. All Other Taxes Due
- 410. Other Amount Due HUD
- 411. Other Amount Due HUD

11.7 - Case Management Application Group Report Detail (continued)

Report Contents (continued)

Reductions in Amount Due HUD

- 412. Condo/HOA Fee
 - 420. Gross Amount Due HUD
 - 501. Earnest Money Deposit
 - 502. Settlement Charges to HUD
 - 503. Note Received – Seller
 - 506. Extension Fee Refund
 - 507. Sales Discount
 - 508. Utility Escrow
 - 509. Repair Escrow
 - 510. City/Town Taxes
 - 511. County Taxes
 - 512. Assessments
 - 513. All Other Unpaid Tax
 - 514. Penalty/Int-HUD
 - 514. Penalty/Int-MTGEE
 - 515. Other Unpaid Item
 - 516. Other Unpaid Item
 - 517. Other Unpaid Item
 - 518. Other Unpaid Item
 - 519. Condo/HOA Fee
 - 510. Total Reduct Due HUD
 - 601. Gross Amount Due HUD
 - 602. Less Deduct Due HUD
 - 603. Cash at Settlement
 - 603A. System Total
 - 703. Broker's Commission (total of Selling Broker Commission and Listing Broker Fees)
 - Broker's NAID
 - Listing Broker Name
 - Selling Broker Name
 - 704. Broker Bonus
 - 1101. HUD Closing Agent Fee
 - 1304. Purchaser Allowance
 - Closing Agent NAID
 - Closing Agent Name
 - Third Party Closing Fee
 - Reconciled W/I Tolerance
-

11.7 - Case Management Application Group Report Detail (continued)

Inventory by Current Step (CMICSD01)

HOC and HOC Area (M&M) staff use the *Inventory by Current Step* (CMICSD01) report to list all cases in inventory sorted by current step. Refer to **Chapter 3 - Case Management** for more information regarding this report.

Before You Begin

No specific information is required to generate the *Inventory by Current Step* (CMICSD01) report.

Selection Criteria

The fields available for entering selection criteria for the sample *Inventory by Current Step* (CMICSD01) report are:

- Case HUD Office
- Case Number
- Case Step Number
- Current Fee Status
- Current Step Date
- Sort by Zip Code (Y/N)
- State Code

Report Contents

The *Inventory by Current Step* (CMICSD01) report displays the following detailed information for each record selected:

- Office (code and name)
 - Case
 - Address
 - Fee
 - Track
 - Step
 - Effective Date
 - Number of Days
 - List Price
 - SL Type
 - Held Off Market
 - Total Cases
-

11.7 - Case Management Application Group Report Detail (continued)

Inventory by Case Number (CMILSD01)

HUD Headquarters and Field Office staff use the Inventory by Case Number (CMILSD01) report to:

- List all cases in inventory sorted by Case Number

This report is sorted by Case Number

Before You Begin

No specific information is required to generate the *Inventory by Case Number (CMILSD01)* report.

Selection Criteria

The fields available for entering selection criteria for the *Inventory by Case Number (CMILSD01)* detail report are:

- Case HUD Office
- Case Number
- Case Step Number (1-9)
- Current Fee Status
- Realty Specialist

Report Contents

The *Inventory by Case Number (CMILSD01)* report displays the following detailed information for each record selected:

- HOC
- Area (code and name)
- M&M Contract/Name
- Realty Specialist
- Case
- Address
- Current Step/Date
- Dp/SL Type
- Held Off Market
- List Date/Offer Date
- List Price/Bid Amount
- Fee Status

Totals for the report include:

- Total Cases for Realty Specialist
 - Total Cases for Area
 - Total Cases for HOC
 - Total Cases
-

11.7 - Case Management Application Group Report Detail (continued)

Month End Acquired Properties Summary (MEAP) (MEAPSS00) Report

There are several versions of the Month End Acquired Properties Summary (MEAP) report, each with its own report ID. The selection criteria and information provided depends on the version of the report selected. However, the ten-part report produced for each version is similar in appearance.

- *Month End Acquired Properties Summary (National)* (MEAPHS00)
- *Month End Acquired Properties Summary (HOC)* (MEAPCS00)
- *Month End Acquired Properties (Area – 12 Month)* (MEAPSS00)
- *Month End Acquired Properties (National – 12 Month)* (MEAPHN00)
- *Month End Acquired Properties (HOC – 12 Month)* (MEAPCN00)
- *Month End Acquired Properties (National – State)* (MEAPHT00)
- *Month End Acquired Properties (HOC – State)* (MEAPCT00)

Depending upon the report version and selection criteria entered, HUD Headquarters and Field Office staff use the MEAP ten-part report to:

- Summarize nationwide inventory for the past month
- Summarize all property acquisition activity for the past month by HOC Area
- Summarize nationwide inventory for the previous 12-month period
- Summarize all property acquisition activity for the previous 12-month period by HOC or by Area
- Summarize all nationwide inventory by State
- Summarize all property acquisition activity for the HOC by State

Before You Begin

No specific information is required to generate the *Month End Acquired Properties Summary* (MEAPSS00) report.

Selection Criteria

The fields available for entering selection criteria for the *Month End Acquired Properties Summary* (MEAPSS00) report are:

- **Report Type** (only SS for area – 12 month is available for this report; other MEAP reports allow selection of HN for national – 12 month, HS for national, CN for HOC – 12 month, CS for HOC, HT for national – state, or CT for homeownership center – state)
- **Report Format** (01 for Part I, 02 for Part II, 03 for Part III, 04 for Part IV, 05 for Part V, 06 for Part VI, 07 for Part VII, 08 for Part VIII, 09 for Part IX, 10 for Part X, or ALL for all 10 parts)
- **Report Month** (Year - Month)
- **Area** (such as AB, A4, C6, HC, OA for this report; not all MEAP reports allow a selection for area)
- **HOC** (such as HA for Atlanta, HC for Santa Ana, HD for Denver, or HP for Philadelphia for MEAP reports that allow selection by HOC)
- **State** (such as PA, CA, VA for MEAP reports that allow selection by state)

11.7 - Case Management Application Group Report Detail (continued)

Report Contents The *Month End Acquired Properties Summary (MEAPSS00)* report displays summary information for the selected records in ten (10) sections:

- Part I Status of Inventory (MEAPSS01)
- Part II Acquisitions (MEAPSS02)
- Part III Sales Closed (MEAPSS03)
- Part IV Analysis of Inventory (MEAPSS04)
- Part V Analysis of Sales Closed (MEAPSS05)
- Part VI Analysis of Sales Data (MEAPSS06)
- Part VII – Aging of Inventory (MEAPSS07)
- Part VIII Analysis of Rentals (MEAPSS08)
- Part IX Supplemental Information (MEAPSS09)
- Part X Unreconciliation Closed Cases (MEAPSS10)

Note

The Owner/Investor flag is used to determine if the case is counted as Owner-Occupant, Investor, or Government Non-Profit on Part V of the MEAP report.

11.7 - Case Management Application Group Report Detail (continued)

Property Expense History (CMHISD01)

HUD Headquarters and Field Office staff use the Property Expense History (CMHISD01) report to:

- Display information about expenditures which have been made in support of Case Management

Before You Begin

Gather this information before generating the *Property Expense History* (CMHISD01) report:

- Unique ID for the Case HUD Office
- Case Number for the desired Case or Cases

Selection Criteria

The fields available for entering selection criteria for the *Property Expense History* (CMHISD01) report are:

- Case HUD Office [**REQUIRED**]
- Case Number [**REQUIRED**]
- Active Inventory
- Expense Date
- Post Code
- Post Date

Report Contents

The *Property Expense History* (CMHISD01) report displays the following detailed information for each record selected.

- Case Number
 - Current Step
 - Step Date
 - Case Address
 - Post Date
 - Expense Date
 - PC Description
 - Transmittal Number (Originating Office/Fiscal Year/Field Office/NAID/Transmittal ID)
 - Originating Office
 - Fiscal Year
 - Field Office
 - NAID
 - Transmittal ID
 - Invoice
 - Amount
 - Total Amount (by Case)
 - Total Amount (for all Cases on the report)
 - Total Case(s) for Field Office Number
-

11.7 - Case Management Application Group Report Detail (continued)

Management and Marketing Billing Transmittal (PMTRSD01) Report

HOC, FO, and HOC Area (M&M) staff use the Management and Marketing Billing Transmittal (PMTRSD01) report to display M&M Bill invoice transmittal information sorted by transmittal. Invoices and other supporting documents are attached to the resulting printed report. The transmittal report is then used to accumulate the approval signatures necessary for initiating payment to the M&M Contractor. This report is used for reporting new PM bill contracts (type P for contracts added in 2004 and later) and contracts and cases with PM fees connected to those contracts. The report has three (3) sections:

- Certification and Approval Signature
- Body/Detail for transmittal summary and case detail data with totals for each transmittal contract
- Summary section for transmittal and contract summary data

Refer to **Chapter 4, Disbursements**, for information about the M&M Bills disbursement process.:

Before You Begin

Gather this information before generating the *Management and Marketing Billing Transmittal(PMTRSD01)* report:

- Field Office
- Month and year to be covered by the report
- Desired M&M contract number

Selection Criteria

The fields available for entering selection criteria for the sample *Management and Marketing Billing Transmittal(PMTRSD01)* report are:

- Field Office **[REQUIRED]**
- Billing Per (MMYY) **[REQUIRED]**
- PM Contract Number
- Transmittal ID
- Rpt for 2004+ Contracts ONLY

Report Contents

The *Management and Marketing Billing Transmittal(PMTRSD01)* report displays the following detail and summary information for each record selected:

- Transmittal Number
- (Contract Area/Office Name)
- Transmittal Status Date
- Approved By
- Property Mgr
- Remit Address (Street Address, City, State, Zip Code)
- P (Prompt Payment)
- Prompt Payment Amount
- Start Date
- Due Date
- Transmittal Total
- Transmittal Net Amount

11.7 - Case Management Application Group Report Detail (continued)

- Bill Number
- Reviewer/Approver Certification Statement
- Preparer's Signature (Property Manager/HUD Employee)
- Preparer's Title
- Reviewer's Signature (CPO or Designee)
- Reviewer's Title
- Reviewer's Telephone Number
- Reviewer Signature Date (MM/DD/YYYY)
- Approver's Signature (M&M GTR)
- Approver's Title
- Approver's Telephone Number
- Approver Signature Date (MM/DD/YYYY)
- HUD Certifying Officer's Statement
- Authorized Certifying Officer's Signature (Not Assigned to SF REO Division)
- Authorized Certifying Officer's Telephone Number
- Authorized Certifying Officer Signature Date (MM/DD/YYYY)
- Certifying Officers Stamp
- SC Use Processor
- SC Use IV
- SC Use TR
- SC Use AP

Report Contents (continued)

- Area
- Area Name
- Transmittal ID
- Transmittal Status
- NAID
- NAID Name
- Contract ID
- Bill Status
- Check/EFT Flag
- Billing Period
- Marketing %
- Effective Date
- Expiration Date
- Fees Property
- Fees Vacant Lot
- Fees HOM
- Fees Custodial
- Case Number
- Street Address
- Case Status
- Case Assigned to PM (date)
- Current Step Number
- Date (for current step)
- Net Bid Amount
- Fee Received

11.7 - Case Management Application Group Report Detail (continued)

- Fee Status
- Fee Type
- Computed Management Fee
- Final Total
- Change Reason Code
- Totals for Contract #

Inventory Summary Totals for Contract Number

- Number of Cases Beginning of Month
- Number of Cases Added During Month
- Number of Cases Closed During Month
- Total Inventory End of Month
- Number of Cases Closed After Month

Report Contents (continued)

Billing Summary Totals for Contract Number

- Number of Cases for HUD Vacant
- Number of Cases for Rented
- Number of Cases for Vacant Lot
- Number of Cases for Custodial
- Total (Billing Summary Cases)

Summary of Fees for This Billing Period

- PM – Property Management Fees
 - VL-Vacant Lot Fees
 - MKT-Marketing Fees
 - HOM-Held Off the Market Fees
 - CS-Custodial Fees
 - NYO-NY MOU Occupied Fees
 - NYU-NY MOU Unoccupied Fees
 - Total Fees (Summary for Billing Period)

 - Total Cases Added for Billing Adjustment
 - Total Cases Excluded from Billing
 - Total Cases Modified for Billing
-

11.7 - Case Management Application Group Report Detail (continued)

Step Movements History (CMSTSD01)

HUD Headquarters, HOC, FO and HOC Area (M&M) staff use the Step Movements History (CMSTSD01) report to identify the date that each case in inventory entered its current step, and all previous steps. This report shows a concise step history, detailing all of the step movements and the SAMS user or process responsible for the move. Refer to Chapter 3 - Case Management for more information about the Case Management process.

Before You Begin

No specific information is required to generate the *Step Movements History* (CMSTSD01) report.

Selection Criteria

The fields available for entering selection criteria for the *Step Movements History* (CMSTSD01) report are:

- Case HUD Office
- Case Number
- Case Step Number
- Property Manager
- PM Contract Number

Report Contents

The *Step Movements History* (CMSTSD01) report displays the following detailed information for each record selected:

- Office (code and name)
 - Contract
 - Phone
 - Case
 - Address
 - Track
 - Step (number)
 - Effective Date
 - Number of Days
 - User ID
 - Date and Time
 - Total Cases (number)
-

11.7 - Case Management Application Group Report Detail (continued)

Step Zero Cases Detail (CMSZSD01)

This report is used by M&Ms to review the cases in step 0. The report allows the user to select information based on the:

- Case Number
- Date Loaded
- State

Before You Begin

Gather this information before generating the *Step Zero Cases Detail* (CMSZSD01) report:

- The date the case (cases) are loaded

Selection Criteria

The fields available for entering selection criteria for the *Step Zero Cases Detail* (CMSZSD01) report are:

- Date Loaded (YYYY-MM-DD) [**REQUIRED**]
- Case HUD Office Prefix
- Case Number
- State

Report Contents

The Step Zero Cases Detail (CMSZSD01) report displays the following detailed information for each record selected:

- Office Code and Name
 - Case Number
 - Date Loaded
 - Deed Filed Date
 - Street Address
 - City
 - State
 - Zip Code
 - Total Step 0 Cases
 - Report Total Case Count
-

Summary Reconciled Cases by Closing Date (CMSMSD01) Report

The Summary Reconciled Cases by Closing Date (CMSMSD01) report allows authorized users to view a summary of the reconciled cases by closing date.

Before You Begin

No specific information is required to generate the *Summary Reconciled Cases by Closing Date* (CMSMSD01) report.

Selection Criteria

The fields available for entering selection criteria for the *Summary Reconciled Cases by Closing Date* (CMSMSD01) report are:

- Date Reconciled

Report Format

The *Summary Reconciled Cases by Closing Date* (CMSMSD01) report displays the following detailed information for each record selected:

- Area
 - Case Number
 - Street Address
 - City
 - State
 - Zip Code
 - Date Closed
 - Step 10 Date
 - Non-Profit Flag (Y or N)
-

11.7 - Case Management Application Group Report Detail (continued)

Title Evidence Overdue (CMTESD01) Report	HUD Headquarters, HOC, FO, and HOC Area (M&M) staff use the Title Evidence Overdue (CMTESD01) report to list cases for which Title Evidence has not been received within the 45-day limit or extension date. Refer to Chapter 3 - Case Management for more information on the title evidence processes in SAMS.
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<i>Before You Begin</i>	No specific information is required to generate the <i>Title Evidence Overdue</i> (CMTESD01) report.
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<i>Selection Criteria</i>	The fields available for entering selection criteria for the <i>Title Evidence Overdue</i> (CMTESD01) report are:
---------------------------	-------------------------------------------------------------------------------------------------------------------

- Case HUD Office
- Case Number
- Case Step Number
- Mortgage Number
- Mortgage Office
- State Code
- Zip Code

<i>Report Contents</i>	The <i>Title Evidence Overdue</i> (CMTESD01) report displays the following detailed information for each record selected:
------------------------	---------------------------------------------------------------------------------------------------------------------------

- Area Code and Name
 - Mortgagee Number
 - Mortgagee Name
 - Mortgagee Address (Street, City, State, Zip Code)
 - Case Number
 - Property Address (Street, City, State, Zip Code)
 - Loan Number
 - Deed Filed Date
 - Original Due Date
 - Extended Due Date
 - Number of Overdue Days
 - Step
 - Step Date
 - Mortgagor
-

11.7 - Case Management Application Group Report Detail (continued)

Unreconciled Sales Closings (CMURSD01) Report

The *Unreconciled Sales Closing* (CMURSD01) report is used by authorized personnel to view a list of cases for which the sales closing documents have not been reconciled.

Before You Begin

No specific information is required to generate the *Unreconciled Sales Closings* (CMURSD01) report.

Selection Criteria

The fields available for entering selection criteria for the *Unreconciled Sales Closings* (CMURSD01) report are:

- Case HUD Office
- Case Number
- Closing Agent Contract
- Closing Agent NAID
- Date Closed

Report Content

The *Unreconciled Sales Closings* (CMURSD01) report displays the following detailed information for each record selected:

- Area Code and Name
 - Case Number
 - Section of the Act (SOA)
 - Address (Street, City, State, Zip Code)
 - Closing Date
 - Received Date
 - Entry Date
 - HUD Amount
 - Proceeds
 - Dollar Difference
 - Number of Days Unreconciled
-

11.8 Disbursements Application Group Report Detail

Introduction

Disbursements reports monitor transmittals. Disbursements transactions are made in support of property management functions. Such functions include:

- Performing periodic inspections of single family acquired property to determine its condition
- Ensuring that required maintenance or repairs are performed to maximize profits or minimize losses to the FHA insurance fund

Disbursements are primarily case specific, e.g., expenses are posted to the FHA case number associated with the property for which funds are disbursed.

Reporting Options

•
Authorized users can:

- Select a report, following the instructions provided in **Section 11.3 - Run a SAMS Report**
 - Define the range of information to be included on the report, using the reporting shell features defined in **Section 11.2 - Reporting Shell Features**
 - Print the report, following the instructions in **Section 11.3 - Run a SAMS Report**
 - View the information online as described in **Section 11.4 - Use the Report Browser**
 - Transfer the information to another program or system using the instructions provided in **Section 11.5 - SAMS Upload/Download**
-

Version Options

There are two versions of most Disbursements Application Group reports:

- The DBFO (field office) version generally compiles information from a selected area of the database (such as all records assigned to one HOC)
- The DBNA (national) version generally compiles information from the entire database.

The reports print either detail or summary information:

- Detail reports (XXXXXD0#) present specific information for one or more individual records.
- Summary reports (XXXXXS0#) present general information, record counts, roll-ups, or similar condensations for a range of records.

11.8 - Disbursements Application Group Report Detail (continued)

*Standard
Disbursement
Application
Group Reports*

Table 11-25 Disbursements Application Group Reports lists the reports by title and indicates the version and unique report identifier that can be used to select the report.

The most commonly used Disbursements Application Group Report is *1106 Transmittal* (APTRSD07) described in detail under **1106 Transmittal (APTRSD07)**.

Table 11-25 Disbursements Application Group Reports

DESCRIPTION	REPORT ID	VERSION
1106 Transmittal	APTRSD07	Field Office
Cash Transmittal Check Detail	CLCTSD04	
Check Exception Report	CDCKSD02	
Check Reconciliation Summary	CDSCCS02	National
Check Upload	CDCKSD01	
Detail of Outstanding Checks	CDSCCD02	National
Disbursed Transmittals	CDDBSD01	
EFT Report - Detail	EFTDHD01	National
EFT Report - Summary	EFTDHS01	National
Form 1100 Cash Transmittal	CLCTSD02	
Invoice Trans. Detail by Trn#	APTRSD03	Field Office
System Check Register Detail	CDSCCD01	National
System Check Register Summary	CDSCCS01	National
TRANSMITTAL ID CROSS REF -HQ	APCRHD01	National
TRANSMITTAL ID CROSS REFERENCE	APCRSD01	Field Office
Transmittal Status Report	APTSCD01	
Transmittal Status Report	APTSHD01	National
Transmittal Status Report	APTSSD01	Field Office
Transmittal Tracking by Trans#	APTTSD01	Field Office
Transmittal Tracking by Trans#	APTTCD01	National
Void Check Report	CDCKSD03	
Voided & Reissued Check Report	CDVCSD01	Field Office
Voided & Reissued Check Report	CDVCHD01	National

11.8 - Disbursements Application Group Report Detail (continued)

1106 Transmittal (APTRSD07)

The 1106 Transmittal report is used by Headquarters, HOC, FO and HOC Area (M&M) staff to display invoice transmittal information sorted by transmittal and invoice date. Invoices and other supporting documents are attached to the resulting printed report. The transmittal report is then used to accumulate the approval signatures necessary for initiating payment to the vendor. Refer to **Chapter 4, Disbursements**, for information on the invoice disbursements process.

Before You Begin

Gather this information before generating the 1106 Transmittal (APTRSD07) report:

- The fiscal year for which the reports are to be generated

Selection Criteria

The fields available for entering selection criteria for the *1106 Transmittal (APTRSD07)* report are:

- Fiscal Year [**REQUIRED**]
- NAID
- Status
- Status Date
- Transmittal ID

Report Contents

The 1106 Transmittal (APTRSD07) report displays the following detailed information for each record selected.

Create Transmittal Detail

- Transmittal Number
- HUD Office Code
- HUD Office Name
- Create Date
- Created By
- Status
- Status Date
- Property Manager NAID
- Property Manager Business Name
- NAID Address (Street Address, City, State, Zip Code)
- FIN/SSN
- Remittance Address
- Payee's NAID
- Payee's Name
- Payment Type
- PP Start/Discount Date
- Number of Invoices
- Transmittal Total

11.8 - Disbursements Application Group Report Detail (continued)

Report Contents
(continued)

Invoice Detail

- Invoice Number
- Invoice Date
- LN
- PO/CO
- Description
- PC
- FHA
- Case Number
- Amount per PC
- Invoice Total

Preparer's/Reviewer's Certification Signature Lines (on page 1):

- Preparer's Signature (Property Manager/HUD employee), Title, Date
 - Reviewer's Signature (Senior REO Specialist or Designee), Title, Date
 - Authorized Certifying Officer's Signature, Date Certifying Officer's Stamp
-

11.9 Global Applications Group Report Detail

Introduction

The Global Definitions reports allow the user:

- To record and track expenditures against procurements made in support of property management functions. Procurements are usually made by Property Managers (PMs), although authorized Field Offices employees can also initiate such purchases.
- To list universal data elements (such as NAIDs, post codes, tax types, fund codes) used by all the modules with SAMS to provide consistent data entry. Information is entered in the Global Definition tables only once and available for selection in data entry fields through-out SAMS.

Reporting Options

Authorized users can:

- Select a report, following the instructions provided in **Section 11.3 - Run a SAMS Report**
- Define the range of information to be included on the report, using the reporting shell features defined in **Section 11.2 - Reporting Shell Features**
- Print the report, following the instructions in **Section 11.3 - Run a SAMS Report**
- View the information online as described in **Section 11.4 - Use the Report Browser**
- Transfer the information to another program or system using the instructions provided in **Section 11.5 - SAMS Upload/Download**

Version Options

There are two versions of most Global Applications Group reports:

- The GBFO (field office) version generally compiles information from a selected area of the database (such as all records assigned to one HOC)
- The GBNA (national office) version generally compiles information from the entire database

The reports print either detail or summary information:

- Detail reports (GBXXXD##) present specific information from one or more individual records.
- Summary reports (GBXXXS##) present general information, record counts, roll-ups, or similar condensations for a range of records.

11.9 - Global Applications Group Report Detail (continued)

Note

The reports an individual can generate depend upon the authorizations associated with the User ID. If the user requests a report that is not authorized based on the user's job function, the following message displays: Report ID not found. To determine if another version of the report is available, press the <F2> key to display a list of reports available and look for a different version (e.g., field office) of the report to generate.

*Standard Global
Application
Group Reports*

Table 11-26 Global Applications Group Reports lists the reports by title and indicates the version (GMFO-field office, GMNA-national) and unique report identifier that can be used to select the report.

Table 11-26 Global Applications Group Reports

DESCRIPTION	REPORT ID	VERSION
Active NAIDs by Payee Type Summary	GBNAHS01	National
Active NAIDs with No Payments Summary	GBNAHS02	National
Duplicate Vendor by Addr (LG)	GBDVSD04	Field Office
Duplicate Vendor by Addr(LG)	GBDVHD04	National
Duplicate Vendor by Address	GBDVSD02	Field Office
Duplicate Vendor by Address	GBDVHD02	National
Duplicate Vendor by FIN (LG)	GBDVSD06	Field Office
Duplicate Vendor by FIN(LG)	GBDVHD06	National
Duplicate Vendor by FIN/SSN	GBDVHD03	National
Duplicate Vendor by Name	GBDVSD01	Field Office
Duplicate Vendor by Name	GBDVHD01	National
Duplicate Vendor by Name (LG)	GBDVSD05	Field Office
Duplicate Vendor by Name (LG)	GBDVHD05	National
Duplicate Vendors by SSN/FIN	GBDVSD03	Field Office
Entity Prefix Listing	GDEPSD01	Field Office
Entity Prefix Listing	GDEPHD01	National
Entity Prefix Listing	GDSCCD01	
Full Vendor List	GBVLSS00	Field Office
Full Vendor List	GBVLHS00	National
List Tax Authorities	GBTXSD01	Field Office
List Tax Authorities	GBTXHD01	National

Table 11-26 Global Applications Group Reports, continued

DESCRIPTION	REPORT ID	VERSION
Security Class/UserID by Class	GDSCCD01	
Security Class/UserID by Class	GDSCHD01	National
Security Class/UserID by UsrID	GDSCHD02	National
Security Class/UserID w/Access	GDSCHD03	National
Vendor Activity by Act. Date	GBEASD04	Field Office
Vendor Activity by Act. Date	GBEAHD04	National
Vendor Activity by NAID	GBEASD01	Field Office
Vendor Activity by NAID	GBEAHD01	National
Vendor Activity by SSN/FIN	GBEASD05	Field Office
Vendor Activity by SSN/FIN	GBEAHD05	National
Vendor Activity by Type, NAID	GBEASD03	Field Office
Vendor Activity by Type, NAID	GBEAHD03	National
Vendor Activity by Vendor Name	GBEASD02	Field Office
Vendor Activity by Vendor Name	GBEAHD02	National

11.10 General Ledger Application Group Report Detail

General Ledger Reports

General Ledger reports summarize specific accounting activity by certain categories and are used for publication in the Mortgage Insurance and Accounting Services (MIAS) financial statements.

Reporting Options

Authorized users can:

- Select a report, following the instructions provided in **Section 11.3 - Run a SAMS Report**
- Define the range of information to be included on the report, using the reporting shell features defined in **Section 11.2 - Reporting Shell Features**
- Print the report, following the instructions in **Section 11.3 - Run a SAMS Report**
- View the information online as described in **Section 11.4 - Use the Report Browser**
- Transfer the information to another program or system using the instructions provided in **Section 11.5 - SAMS Upload/Download**
-

Version Options

There are two versions of most General Ledger Application Group reports:

- The GLFO (field office) version generally compiles information from a selected area of the database (such as all records assigned to one HOC)
- The GLNA (national office) version generally compiles information from the entire database

The reports print either detail or summary information:

- Detail reports (XXXXXD##) present specific information from one or more individual records.
- Summary reports (XXXXXS##) present general information, record counts, roll-ups, or similar condensations for a range of records.

Note

The reports an individual can generate depend upon the authorizations associated with the User ID. If the user requests a report that is not authorized based on the user's job function, the following message displays: Report ID not found. To determine if another version of the report is available, press the <F2> key to display a list of reports available and look for a different version (e.g., field office) of the report to generate.

11.10 - General Ledger Application Group Report Detail (continued)

Standard General Ledger Application Group Reports

Table 11-27 lists the reports by title and indicates the version (GLFO-field office, GLNA-national) and unique report identifier that can be used to select the report.

Table 11-27 General Ledger Application Group Reports

DESCRIPTION	REPORT ID	VERSION
	ACSPHS00	National
Accrual Acct Summary FYTD-203K	ACGSMF04	
Accrual Case Summary FYTD-203K	ACGSMF02	
Accrual Manual Detail Open	ACADCS03	National
Accrual Manual Detail Preclose	ACADCS02	National
Accrual Profit & Loss-203K	ACPLMF02	
ACCRUAL/MANUAL DETAIL CLOSING	ACADCS01	National
Accrual/Manual TB by Fund	ACATCS03	National
Acct Summary FYTD by Fund-203K	ACGSMF03	
Allocate Statistics Report	ACSTSD01	Field Office
Allowance for Loss	ACLAMD00	National
Analysis of Sales - Closing	ACASCS01	National
Analysis of Sales Preclose	ACASCS03	National
Analysis of Sales Preclose – Case Specific Exception Report	ACASEX00	
Analysis Sales Close Accruals	ACASCS02	National
Analysis Sales PreCls Accruals	ACASCS04	National
Batch Activity By Batch Number	ACBACD02	National
Batch Activity By Jnl Entry	ACBACD01	National
Cap Inc & Exp - Closing	ACEICS01	National
Cap Inc & Exp Closing w/Accrals	ACEICS02	National
Cap Inc & Exp Preclosing	ACEICS03	National
Cap Inc & Exp Preclosing w/Acr	ACEICS04	National
Case Acctg History - 203K	ACHIMF01	
Case Acnt Hist	ACHISD01	Field Office
Case Acnt Hist	ACHICD01	National
Case Acnt Hist w/PC Subtotals	ACHICD02	National
Case List Report	ACCSHD01	National
Case Summary FYTD by Fund-203K	ACGSMF01	
Cases Exceeding Obligation-203K	ACGSMFEX	
Cash Recon Batch Listing	ACCRCSX1	National
Cash Reconciliation Summary	ACCRCS01	National
Cash Reconciliation Schedule	ACCRCD01	National
Check Register Detail Report	CDCRCD01	National

11.10 - General Ledger Application Group Report Detail (continued)

Table 11-27 General Ledger Application Group Reports, continued

DESCRIPTION	REPORT ID	VERSION
Archive Statement of Account	A8SPARR5	
Daily Claims-Consldated Detail	ACDCCD01	National
Daily Claims-Consldated Summary	ACDCCS01	National
Delinquency Debt, Schedule 8	ACDLCS01	National
Disbursements	ACDRCS00	National
Funds Control Summary Report	ACFCCS00	National
Funds Control Detail Report	ACFCCD00	National
Funds Control Monthly Report	ACFCCS01	National
Funds Control Monthly Report	ACCFCS01	National
GL Summ Close by Roll-up Acct.	ACGSCS09	National
GL Summ w/Acer by Roll-up Acct	ACGSCS10	National
GL SUMMARY BY ACC NO. PRECLOSE	ACGSCS01	National
GL SUMMARY CLOSING by ACCOUNT	ACGSCS05	National
GL SUMMARY CLOSING by Fund/acc	ACGSCS06	National
GL Summary Cls w/Acrl	ACGSCS07	National
GL Summary Pcls w/Acrl	ACGSCS03	National
GL SUMMARY PRECLOSE by FUND	ACGSCS02	National
GL SUMMARY PRECLOSE w/ ACCRUAL	ACGSCS04	National
GL SUMMARY w/ Accruals	ACGSCS08	National
Lost and Found / Section 312	ACLFHD01	National
M&M Expense Report	ACDRCS01	National
Misc.Claims Load Report	ACCLCD01	National
Misc.Claims Posting Report	ACCPCD01	National
One Case Report	ACOCHD01	National
On-Line Accruals	ACAOS00	National
Post Code Activity Reports	ACPCCS00	National
Post Code Trial Balance	ACPTCS01	National
Profit & Loss - 203K	ACPLMF01	
Profit & Loss PreClose Accrual	ACPLCS04	National
Profit and Loss Close Accruals	ACPLCS02	National
Profit and Loss Closing	ACPLCS01	National
Profit and Loss PreClose	ACPLCS03	National
Prompt Payment Report	ACPPHD01	National
Prop Acq PreClosing w/ACRs	ACPACS04	National
Properties Acq Closing w/ACRs	ACPACS02	National
Properties Acq PreClosing	ACPACS03	National
Properties Acquired Closing	ACPACS01	National
SOA Summary - 203K	ACPCMF00	
Sold Inventory Natl Spec Recon	ACSPHD00	National
Statement of Acct, w/Cert.	ACSASD01	National
Terminate Case	ACTCHD01	National
Termination History	ACTCHD03	
Untermiante Case	ACTCCD02	
Unterminated Cases	ACTCHD02	

11.10 - General Ledger Application Group Report Detail (continued)

Statement of Account (ACSASD01) Report

The *Statement of Account (ACSASD01)* report is used by HUD Headquarters staff to display current post code values for an individual property and is generated as part of the monthly batch process to allow the Albany Financial Operations Center to review the balances for HUD's indemnification recovery process. The report, when Certified (signed by a Notary Public) serves as a legal document to be used in court. The bottom of the report provides closing balances for the selected month.

For \$1.00 Sales, the Sales Discount Amount is the previous List Price minus \$1.00. The Adjusted Loss is the Loss on the Sale minus the Sales Discount Amount.

When a case is subject to an indemnification agreement, the system displays the state: *****Case Subject of Indemnification Agreement*****, above the Program Type on the report.

Before You Begin

Gather this information before generating the *Statement of Account (ACSASD01)* report:

- Case HUD Office, if Headquarters personnel
- Case Number

Selection Criteria

The fields available for entering selection criteria for the *Statement of Account (ACSASD01)* report are:

- Case HUD Office
- Case Number

Report Contents

The *Statement of Account (ACSASD01)* report displays the following detailed information for each record selected.

Header:

- Program Type
- Appraisal Date
- Appraised Value
- Sales Discount Percent
- Sales Discount Amount

Detail:

- HUD Office code and area name
- Case Number
- Section of the Act
- Fund
- Property Address
- Program Type
- Acquisition Date
- Original Mortgage Amount

**Statement of
Account
(ACSASD01)
Report
(continued)**

Detail (continued):

- Appraisal Date
- Appraised Value
- Sales Discount Percent
- Sales Discount Amount
- Closing Date Account Number
- Post Code
- Description
- Amount

Closing Balances:

- Conveyed Property
- Foreclosed Property
- Taxes
- Maintenance and Operation
- Sales Expense
- Sales Price
- Income
- Loss on Sale
- Profit on Sale
- Adjusted Loss (if applicable)
- Adjusted Profit (if applicable)

Footers:

- Note: The Adjusted Loss is the Loss on the Sale minus the Sales Discount Amount
 - Note: The Adjusted Profit is the Profit on the Sale minus the Sales Discount Amount
 - Note: The Adjusted Loss is the Profit on the Sale minus the Sales Discount Amount
 - Note: The Adjusted Profit is the loss on the Sale minus the Sales Discount Amount
-

11.11 Inventory Application Group Report Detail

Inventory Reports

Inventory reports provide specific information regarding properties in the HUD inventory.

Reporting Options

Authorized users can:

- Select a report, following the instructions provided in **Section 11.3 - Run a SAMS Report**
- Define the range of information to be included on the report, using the reporting shell features defined in **Section 11.2 - Reporting Shell Features**
- Print the report, following the instructions in **Section 11.3 - Run a SAMS Report**
- View the information online as described in **Section 11.4 - Use the Report Browser**
- Transfer the information to another program or system using the instructions provided in **Section 11.5 - SAMS Upload/Download**
-

Version Options

The reports print either detail or summary information:

- Detail reports (XXXXXD##) present specific information for one or more individual records.
- Summary reports (XXXXXS##) present general information, record counts, roll-ups, or similar condensations for a range of records.

Note

The reports an individual can generate depend upon the authorizations associated with the User ID. If the user requests a report that is not authorized based on the user's job function, the following message displays: Report ID not found. To determine if another version of the report is available, press the <F2> key to display a list of reports available and look for a different version (e.g., field office) of the report to generate.

11.11 - Inventory Application Group Report Detail(continued)

*Standard
Inventory
Application
Group Reports*

Table 11-28 Inventory Application Group Reports lists the reports by title and indicates the version (GLFO-field office, GLNA-national) and unique report identifier that can be used to select the report.

Table 11-28 Inventory Application Group Reports

Description	Report ID	
Accounting Inventory	ACSMHD00	
Accounting Inventory Aging	ACAGHD00	
CM/ACCT Inventory Analysis	ACIAHD00	
Inventory Reconciliation	ACIRHD00	
Inventory Step Analysis	ACISHD00	
On-Hand Inventory	ACOIHD00	
Onhand Exception Report	ACOIEX00	
Property Acquired Inventory	ACPAHD00	

11.12 Management & Marketing Application Group Report Detail

M&M Application Group Reports

Management & Marketing reports provide specific information used by M&M staff for handling their assigned properties in the HUD inventory.

Reporting Options

Authorized users can:

- Select a report, following the instructions provided in **Section 11.3 - Run a SAMS Report**
- Define the range of information to be included on the report, using the reporting shell features defined in **Section 11.2 - Reporting Shell Features**
- Print the report, following the instructions in **Section 11.3 - Run a SAMS Report**
- View the information online as described in **Section 11.4 - Use the Report Browser**
- Transfer the information to another program or system using the instructions provided in **Section 11.5 - SAMS Upload/Download**
-

Version Options

The reports print either detail or summary information:

- Detail reports (XXXXXD##) present specific information from one or more individual records.
- Summary reports (XXXXXS##) present general information, record counts, roll-ups, or similar condensations for a range of records.

Note

The reports an individual can generate depend upon the authorizations associated with the User ID. If the user requests a report that is not authorized based on the user's job function, the following message displays: Report ID not found. To determine if another version of the report is available, press the <F2> key to display a list of reports available and look for a different version (e.g., field office) of the report to generate.

11.12 - Management & Marketing Application Group Report Detail (continued)

Standard Management & Marketing Application Group Reports

Table 11-29 Management & Marketing Application Group Reports lists the reports by title and indicates the version (GLFO-field office, GLNA-national) and unique report identifier that can be used to select the report.

Table 11-29 Management & Marketing Application Group Reports

Description	Report ID	
Active NAIDs by Payee Type Summary	GBNACS01	HOC Version
Active NAIDs with No Payments Summary	GBNACS02	HOC Version
Acquisition and Aging -Summary	CMAACS01	
Audit Rpt, Long Fmt - by Case	CMARCD01	
Audit Rpt, Short Fmt - by Case	CMARCD02	
Averages on Properties-FYTD	CMAVCD02	
Averages on Properties-Monthly	CMAVCD01	
Case Assignment Report	CMCACD01	
Cases Available for Dollar Pgm	CMDOCD01	
Cases Exceeding Time Curr Step	CMEPCD01	
Cases Exceeding Time Curr Step	CMEPCS01	HOC Version
Cases Listed but Unsold	CMUSCD01	
Cash Transmittal Check Detail	CLCTCD01	HOC Version
Cash Transmittal Summary	CLCTCS01	HOC Version
Closed Cases	CMCCCD01	
Clsg Agent Performance-Detail	CMGSCD01	
Clsg Agent Performance-Summary	CMGSCS01	
Closing Agent Tracking	CMOFCS02	HOC Version
Contractor Obligated Funds	CMOFCS01	HOC Version
Contractor Obligated Funds	CMOFCS02	
Delayed Sales Closings	CMDCCD01	
FY Summary Reconciled Cases	CMSMCS02	
HOM Detail Report	CMHDCD01	
HOM Summary Report	CMHDCS01	
Inv. by Current Step - Detail	CMICCD01	
Inventory Status - By Address	CMISCD01	
Lockbox Posting by Lockbox Id	CLLPCD02	
Lockbox Posting by Sched Date	CLLPCS02	
M&M Contractor Fee Report	CMCFCD01	HOC Version
Management Summary Report	MEMSCD00	
Month End Acquired Properties Summary MEAP (HOC)	MEAPCS00	HOC Version
Month End Acquired Properties Summary MEAP (HOC – 12 Month)	MEAPCN00	HOC Version
Month End Acquired Properties Summary MEAP (HOC – State)	MEAPCT00	HOC Version
Non Profit & Govt Agency Purch	CMNPCD01	
Officer Next Door Summary	CMOTCS02	

Table 11-29 Management & Marketing Application Group Reports, continued

Description	Report ID	
One Dollar Homes Detail	CMODCD01	
One Dollar Homes State Summary	CMODCS02	
One Dollar Homes Summary	CMODCS01	
One Dollar Homes Summary	CMOFCS02	HOC Version
Price Comparison Summary	CMPCCS01	
Price Comparison	CMPCCD01	
Profit And Loss	CMPLCD00	
Revitalization Summary Report	CMRVCS01	HOC Version
Sales Incentive Summary Report	CMSICS01	
Selling Broker Recertification	CMRSCS01	HOC Version
Step Zero Cases Detail Report	CMSZCD01	HOC Version
Step Zero Contract Area Report	CMSZCS01	
Step Zero Mortgagee Report	CMSZCS02	
Step Zero Summary Report by Contact Area	CMSZCS01	HOC Version
Teacher Next Door Summary	CMOTCS01	
Terminated Case History Report	ACTCCD03	MMHC
Terminated Case Report	ACTCCD01	MMHC
Title Evidence Overdue	CMTECD01	
Unapplied Cash by Age	CLUCCD02	
Unapplied Cash by FHA Case	CLUCCD01	
Unmtchd Sales Proceeds by Case	CLUMCD01	
Unreconciled Sales Closings	CMURCD01	
Unterminated Case Report	ACTCCD02	MMHC
Vendor Activity by Act. Date	GBEACD04	
Vendor Activity by NAID	GBEACD01	
Vendor Activity by SSN/FIN	GBEACD05	
Vendor Activity by Type, NAID	GBEACD03	
Vendor Activity by Vendor Name	GBEACD02	
Wire Posting by TrDate-HOC Sum	CLWPSC01	
Z-Track Report - Detail	CMICCD02	

11.13 Procurement Contracts Application Group Report Detail

Procurement Contracts Application Group Reports

Procurement Contracts reports track expenditures in support of Property Management functions. The available reports list:

- Contracts data
- Purchase orders data

Reporting Options

Authorized users can:

- Select a report, following the instructions provided in **Section 11.3 - Run a SAMS Report**
- Define the range of information to be included on the report, using the reporting shell features defined in **Section 11.2 - Reporting Shell Features**
- Print the report, following the instructions in **Section 11.3 - Run a SAMS Report**
- View the information online as described in **Section 11.4 - Use the Report Browser**
- Transfer the information to another program or system using the instructions provided in **Section 11.5 - SAMS Upload/Download**

Version Options

There are two versions of most Contacts & Purchase Order Applications Group reports:

- The PCFO (field office) version generally compiles information from a selected area of the database (such as all records assigned to one HOC)
- The PCNA (national office) version generally compiles information from the entire database

The reports print either detail or summary information:

- Detail reports (XXXXXD##) present specific information for one or more individual records.
- Summary reports (XXXXXS##) present general information, record counts, roll-ups, or similar condensations for a range of records.

Note

The reports an individual can generate depend upon the authorizations associated with the User ID. If the user requests a report that is not authorized based on the user's job function, the following message displays: Report ID not found. To determine if another version of the report is available, press the <F2> key to display a list of reports available and look for a different version (e.g., field office) of the report to generate.

*Standard
Contracts &
Purchase Order
Application
Group Reports*

Table 11-30 Contracts & Purchase Order Reports lists the reports by title and indicates the version (GMFO-field office, GMNA-national) and unique report identifier that can be used to select the report.

Table 11-30 Contracts & Purchase Order Reports

Description	Report ID	Version
Contact List Report	APCOSD01	Field Office
Purchase Order List Report	APPOSD01	Field Office
Contract List Report	APCOHD01	National
Purchase Order Report	APPOHD01	National

11.14 Rentals & Debt Management Application Group Report Detail

Rentals & Debt Management Reports

The Rentals & Debt Management reports provide two different functions:

- To show receivable types in the system
- To show the history of a particular lease

Reporting Options

Authorized users can:

- Select a report, following the instructions provided in **Section 11.3 - Run a SAMS Report**
- Define the range of information to be included on the report, using the reporting shell features defined in **Section 11.2 - Reporting Shell Features**
- Print the report, following the instructions in **Section 11.3 - Run a SAMS Report**
- View the information online as described in **Section 11.4 - Use the Report Browser**
- Transfer the information to another program or system using the instructions provided in **Section 11.5 - SAMS Upload/Download**

Version Options

There are two versions of most Rentals & Debt Management Applications Group reports:

- The RDFO (field office) version generally compiles information from a selected area of the database (such as all records assigned to one HOC)
- The RDNA (national office) version generally compiles information from the entire database

The reports print either detail or summary information:

- Detail reports (GBXXXD##) present specific information from one or more individual records.
- Summary reports (GBXXS##) present general information, record counts, roll-ups, or similar condensations for a range of records.

11.14 - Rentals & Debt Management Application Group Report Detail (continued)

*Standard
Rentals & Debt
Management
Application
Group Reports*

Table 11-31 Rentals & Debt Management Application Group Reports lists the reports by title and indicates the version (GMFO-field office, GMNA-national) and unique report identifier that can be used to select the report.

Table 11-31 Rentals & Debt Management Application Group Reports

Description	Report ID	
Delinq. Debt Detail by Case No	ACDDSD01	Field Office
Delinq. Debt Detl. by Prty Mgr	ACDDSD02	Field Office
Delinq. Debt Sum. by Prty Mgr	ACDDSS02	Field Office
Delinq. Debt Summ. by Case No.	ACDDSS01	Field Office
LEASE HISTORY REPORT	TMHISD01	Field Office
Del.Debt-Receiveables for Accr	ACDDCD02	National
Del.Debt-Receiveables-by Case	ACDDCD01	National
Del.Debt-Sch.9 & Rec by Fund	ACDDCS01	National
Del.Debt-Schedule 9 with Accru	ACDDCS02	National
Delinq. Debt Detl. by Case No.	ACDDHD01	National
Delinq. Debt Detl. by Prty Mgr	ACDDHD02	National
Delinq. Debt Sum. by Case No.	ACDDHS01	National
Delinq. Debt Sum. by Prty Mgr	ACDDHS02	National
Lease History	TMHIHD01	National

11.15 REO Application Group Report Detail

Introduction

The REO reports allow the user to view property averages, tax account information:

- View property averages
- Review tax account information
- Analyze disbursements and expenditures

Reporting Options

Authorized users can:

- Select a report, following the instructions provided in **Section 11.3 - Run a SAMS Report**
- Define the range of information to be included on the report, using the reporting shell features defined in **Section 11.2 - Reporting Shell Features**
- Print the report, following the instructions in **Section 11.3 - Run a SAMS Report**
- View the information online as described in **Section 11.4 - Use the Report Browser**
- Transfer the information to another program or system using the instructions provided in **Section 11.5 - SAMS Upload/Download**

Version Options

The reports print either detail or summary information:

- Detail reports (XXXXXD##) present specific information from one or more individual records.
- Summary reports (XXXXXS##) present general information, record counts, roll-ups, or similar condensations for a range of records.

Note

The reports an individual can generate depend upon the authorizations associated with the User ID. If the user requests a report that is not authorized based on the user's job function, the following message displays: Report ID not found. To determine if another version of the report is available, press the <F2> key to display a list of reports available and look for a different version (e.g., field office) of the report to generate.

11.15 - REO Application Group Report Detail (continued)

Standard REO Application Group Reports

Table 11-32 REO Application Group Reports lists the reports by title and indicates the version (GMFO-field office, GMNA-national) and unique report identifier that can be used to select the report.

Table 11-32 REO Application Group Reports

Description	Report ID	
Averages on Properties-FYTD	CMAVHD02	National
Averages on Properties-Monthly	CMAVHD01	National
Cases without Tax Accounts	REOTHS01	National
Cases without Tax Accts (Perf)	REOTHS02	National
Cases Exceeding Critical Path	REOMHS00	National
Disbursements Analysis	REODHS00	National
Expenditures	REOECS01	National
Inventory	REOIHS01	National
Sales	REOSHS01	National

11.16 Taxes Application Group Report Detail

Taxes Application Group Reports

The Taxes application group reports are used to:

- Manage and monitor the status of tax payments. The user can retrieve a tax history on one case, or the entire inventory.
- Check data on accounts that have not received tax bills for payment, to ensure that penalties are not generated.

Reporting Options

Authorized users can:

- Select a report, following the instructions provided in **Section 11.3 - Run a SAMS Report**
- Define the range of information to be included on the report, using the reporting shell features defined in **Section 11.2 - Reporting Shell Features**
- Print the report, following the instructions in **Section 11.3 - Run a SAMS Report**
- View the information online as described in **Section 11.4 - Use the Report Browser**
- Transfer the information to another program or system using the instructions provided in **Section 11.5 - SAMS Upload/Download**

Version Options

There are two versions of most Taxes Applications Group reports:

- The TXFO (field office) version generally compiles information from a selected area of the database (such as all records assigned to one HOC)
- The TXNA (national office) version generally compiles information from the entire database

The reports print either detail or summary information:

- Detail reports (XXXXXD##) present specific information from one or more individual records.
- Summary reports (XXXXXS##) present general information, record counts, roll-ups, or similar condensations for a range of records.

Note

The reports an individual can generate depend upon the authorizations associated with the User ID. If the user requests a report that is not authorized based on the user's job function, the following message displays: Report ID not found. To determine if another version of the report is available, press the <F2> key to display a list of reports available and look for a different version (e.g., field office) of the report to generate.

Standard Taxes Application Group Reports

Table 11-33 Taxes Application Group Reports lists the reports by title and indicates the version (GMFO-field office, GMNA-national) and unique report identifier that can be used to select the report.

The most commonly used Taxes Application Group reports are:

- *Cases Without Tax Accounts* (TXNASD01) report described in **Cases Without Tax Accounts (TXNASD01)**
- *Delinquent Tax Bills* (TXDTSD01) report described in **Delinquent Tax Bills Report (TXDTSD01)**
- *Tax History* (TXHISD01) report described in **Tax History Report (TXHISD01)**
- *Tax Transmittal* (TXTBSD02) report described in **Tax Transmittal Report (TXTBSD02)**

Table 11-33 Taxes Application Group Reports

Description	Report ID	
Cases Without Tax Accounts	TXNASD01	Field Office
Delinquent Tax Bills Report	TXDTSD01	Field Office
Request for Tax Bills Report	TXRQSD01	Field Office
Tax Account Information	TXTASD01	Field Office
Tax History Report	TXHISD01	Field Office
Tax Transmittal Report	TXTBSD02	Field Office

Cases Without Tax Accounts (TXNASD01)

This report allows field office staff to identify those properties within their inventory that do not have tax accounts established in SAMS. A property is required to have a tax account established before the property taxes due may be paid via a tax transmittal using SAMS. In addition, the total numbers of cases or properties that correspond to the selection criteria entered are also identified at the end of the report. Refer to Chapter 4, Disbursements for more information on the tax disbursement process.

Before You Begin

Gather this information before generating the Cases Without Tax Accounts (TXNASD01) report:

- The area

Selection Criteria

The fields available for entering selection criteria for the *Cases Without Tax Accounts (TXNASD01)* report are:

- Area [**REQUIRED**]
- Case Number
- Step Number From: 01 to 09

Report Contents

The Cases Without Tax Accounts (TXNASD01) report displays the following detailed information for each record selected:

- Case Number
 - Property Address (Street Address, City, State, Zip Code)
 - Current Step
 - Step Date
 - Scheduled Closing Date
 - Total Number of Cases
-

Delinquent Tax Bills Report (TXDTSD01)

This report provides HUD Headquarters, HOC and HOC Area (M&M) staff with a listing of cases with tax bills that are delinquent. Sorted by case number, this report allows users to quickly identify cases with tax problems that must be resolved. Refer to Chapter 4, Disbursements for more information on the tax disbursement process.

Before You Begin

No specific information is required to generate the Delinquent Tax Bills Report (TXDTSD01) report.

Selection Criteria

The fields available for entering selection criteria for the sample *Delinquent Tax Bills Report (TXDTSD01)* are:

- Case HUD Office
- Case Number
- NAID
- Tax Type ID

Report Contents

The *Delinquent Tax Bills (TXDTSD01)* report displays the following detailed information for each record selected:

- Office ID and Name
 - Tax NAID
 - Tax NAID Name
 - Case Number
 - Step Number
 - Step Date
 - Acquired Date
 - Tax Account Number
 - Last Tax Paid Date
 - Tax Year Prd
 - Tax Period From (Start Date)
 - Tax Period To (End Date)
 - Penalty Date
 - Transmittal Status
 - Total Number of Bills for Tax NAID
 - Total Number of Cases for Tax NAID
-

11.16 - Taxes Application Group Report Detail (continued)

Tax History Report (TXHISD01)

HUD Headquarters, HOC FO, and HOC Area (M&M) staff use this report to provide a tax history of all cases in inventory, including closed and reconciled cases. Refer to chapter 4, Disbursements for more information on the tax disbursement process.

Before You Begin

No specific information is required to generate the Tax History Report (TXHISD01) report.

Selection Criteria

The fields available for entering selection criteria for the sample *Tax History Report (TXHISD01)* report are:

- Case HUD Office
- Case Number
- NAID
- Tax Account Number
- Tax Type ID

Report Contents

The Tax History (TXHISD01) report displays the following detailed information for each record selected:

- HOC
 - Area
 - Check Number
 - Check Date
 - Check Number
 - Check Status
 - Tax Type
 - NAID
 - Tax Per Year
 - Transaction Number
 - Tax Amount
 - Discount Amount
 - Penalty Amount
 - Penalty Code
 - Total Payment
 - Case Number (HOC Area and Case ID)
 - Case Step
 - Case Step Date
 - Property Address (Street Address, City, State, Zip Code)
 - Date
-

11.16 - Taxes Application Group Report Detail (continued)

Tax Transmittal Report (TXTBSD02)

HUD Headquarters, HOC, FO and HOC Area (M&M) staff use this report as a cover sheet to which tax invoices are attached for payment. As cases progress through step changes, the database updates ensure that transmittals created ON HOLD prior to remittance accurately reflect case status at the time the invoices are remitted for payment. Data is retrieved from the Tax Transmittal (TXTR) and Tax Bills (TXBL) screens. Refer to Chapter 4, Disbursements for more information on the tax disbursement process.:

Before You Begin

No specific information is required to generate the Tax Transmittal Report (TXTBSD02) report.

Selection Criteria

The fields available for entering selection criteria for the sample *Tax Transmittal Report (TXTBSD02)* report are:

- Account Number
- Case HUD Office
- Case Number
- Fiscal Year
- NAID
- Transmittal ID

Report Contents

The Tax Transmittal (TXTBSD02) report displays the following detailed information for each record selected:

- Entity ID
- HOC Area Office Name
- Transmittal ID
- Tax NAID ID
- Tax NAID Name
- Tax Type
- Tax Period/Year
- Tax Period From Date
- Tax Period To Date
- Tax Payment Date
- Tax Penalty Date
- Transmittal Status
- Total Invoices to be Paid
- Date Created
- Created By
- Total Amount to be Paid
- Document Locator Number
- Case Number
- Tax Account Number
- Protest
- Bill Amount

11.16 - Taxes Application Group Report Detail (continued)

Report Contents (continued)

- Reduction Amount
- Penalty Amount
- Penalty Code
- Total Amount
- Step
- Subtotal

Signature Lines for:

- Initials
 - Preparer Signature, Title, Date
 - Reviewer Signature, Title, Date
 - Authorized Certifying Officer Signature, Date, Certifying Officer's Stamp
-

11.17 1099 Application Group Report Detail

99FO 1099 Reports

The 1099 Field Office reports provide detailed information about financial transactions that have taken place between HUD and their payees for the past year. These reports serve as the starting point in the research process for determining which payees are required to submit a form 1099 to the IRS.

Reporting Options

Authorized users can:

- Select a report, following the instructions provided in **Section 11.3 - Run a SAMS Report**
- Define the range of information to be included on the report, using the reporting shell features defined in **Section 11.2 - Reporting Shell Features**
- Print the report, following the instructions in **Section 11.3 - Run a SAMS Report**
- View the information online as described in **Section 11.4 - Use the Report Browser**
- Transfer the information to another program or system using the instructions provided in **Section 11.5 - SAMS Upload/Download**

Version Options

There are two versions of most 1099 Applications Group reports:

- The 99FO (field office) version generally compiles information from a selected area of the database (such as all records assigned to one HOC)
- The 99NA (national office) version generally compiles information from the entire database

The reports print either detail or summary information:

- Detail reports (XXXXXD##) present specific information from one or more individual records.
- Summary reports (XXXXXS##) present general information, record counts, roll-ups, or similar condensations for a range of records.

Note

The reports an individual can generate depend upon the authorizations associated with the User ID. If the user requests a report that is not authorized based on the user's job function, the following message displays: Report ID not found. To determine if another version of the report is available, press the <F2> key to display a list of reports available and look for a different version (e.g., field office) of the report to generate.

Table 11-34 1099 Application Group Reports lists the reports by title and indicates the version (GMFO-field office, GMNA-national) and unique report identifier that can be used to select the report.

Table 11-34 1099 Application Group Reports

Description	Report ID	
1099 BY FIN/SSN WITH NAIDS	AP99SD02	Field Office
1099 Correction Report	AP99SD07	Field Office
1099 1099 Reportable Income by TIN (FIN/SSN)	AP99SD05	Field Office
1099 Detail Report by TIN	AP99HD05	National
1099 Detail Rpt-TAX YR LT 2000	AP99SD06	Field Office
1099 Detail Rpt-TAX YR LT 2000	AP99HD06	National
1099 S BY FIN/SSN	AP99SD01	Field Office
Generic NAID Listing	AP99SD04	Field Office
